Preface

Honourable customers,

Thanks for choosing products of this company. T50, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T&A Advantages

- **Veracity**

Record and reflect employees' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc.); It is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- **Convenience**

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- **Full Function**

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- **Flexible Shift Maintenance**

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- **Standalone**

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- **Network management**

Many units can be connected through network via TCP/IP for easy management in central software.

Software operation flowchart
(Important chapter please read carefully)

This software includes: System parameter, department management, employee maintenance, shift management, employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:

1、System parameter	Set T&A rule statistic rue,company name and leaving class.
2、Department management	Add、delete and modify departments.
3、Employee maintenance	Add、delete and modify employee.import and transfer employee
4、Shift management	Set timetable and shift.
5、Employee schedule	Allocate employee shift or temporary shift
6、Record collection	Collect records from the device or import the backup record file
7、Exception management	Forgot clock in/out Collective late/early.
8、Statistic calculate	Track and calculate records report. Create the T&A report

1．When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc., leave class. When the setting is completed, it is usually not needed to be modified unless the

management rules of this company changes.

2．Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of employee. Department setting should be completed before employee maintenance.

3．When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company employee in accordance with certain format. For the format, please refer to [**import employee list**] so that all employee can be import to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4．First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5．After the shift setting is completed, it will work until shift is allocated to employee. Each employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each employee.

6．Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, employee information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7．There is always employee away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8．After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all employee or a certain employee from a certain department in a certain time period.

In[Attendance Calculating and report], first please select the starting and ending date of the employee, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one employee presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result

Please note: From the above flowchart, we can see that if there is an error in

calculation report for one employee, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as employee away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

Contents

Chapter1　Introduction

The main theme of this chapter is the advantage of this T & A, as well as function introduction.

1 Product Introduction

1.1 T50 Product introduction

T50 is a new standalone time attendance and access control system produced by this company in 2011. With the use of Anviz optical fingerprint sensor and new fingerprint recognition algorithm, T50 can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

Function:

- World leading brand; Simplicity-led design

- Anviz optical fingerprint reader; Scratch-proof, unbreakable and durable; Well accept all kinds of fingerprints

- Stylish blue LCD; Musical buzzer

- Work Stand-alone; Standard 1000 fingerprints;

- Standard 32000 records

- Multiple identification method: fingerprint only, ID + password, ID + fingerprint

- Standard RS485, Wiegand26 output, dry contact output, optional TCP/IP network interface

- Optional Anviz SC021 access controller for separate type secure access control

- Optional waterproof cover for outdoor use; Doorbell button for direct connection with door bell
- Wall mounted. Combined 2-in-1 function for both time attendance and access control.

1.2　Technical Parameter

Items	Parameter
Size	137MM×65MM×40MM
Material	ABS plastic
Sensor	Optical CMOS
FP capacity	1000
Record capacity	50000
Resolution	500DPI
Scan Area	18*22 MM
Communication method	RS-485,TCP/IP，USB
Identification method	FP, ID+PSW, ID+FP
Identification time	≤ 1 s
FRR	0.001%
FAR	0.00001%
Temperature	-10℃---〈60℃
Working current	〈130mA
Sleeping current	〈20uA
ESD	〉15000V

Chapter 2   Operation Guide

This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.

2   Operation Guide

2.1   Keypad Introduction
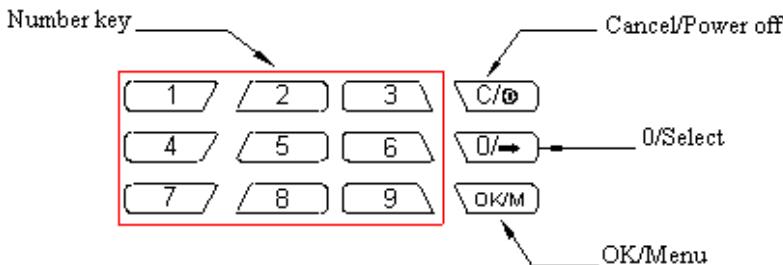
2.2   Default Interface

Connect device to 12v power. Device will make 4 short beeps and enter default interface as following,

2.3   Management Menu

In order to manage data, you need to enter management menu. Firstly press [OK/M] key to password verification interface,

Input management password (default is 999999). Press [OK/M] key to confirm.

Device will make 4 prompt sounds and enter management menu.
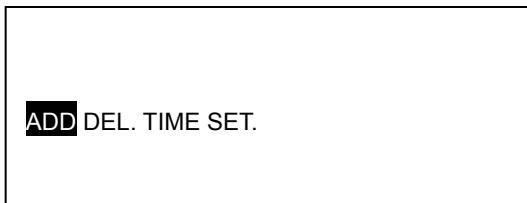
Press [0/→] key to switch between different options in the interface above.

2.3.1   Add User

In management menu, press [0/→] key to select [ADD] option, and press [OK/M] key to enter "Add user" interface.

```
                        ID  000001

        ADD


```
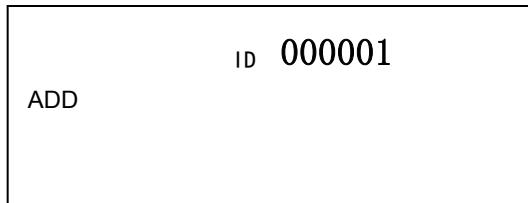
Input new user ID (max. 6 digit, i.e. 000001). Press [OK/M] to confirm. Then press [0/→] to choose FP 1st or 2nd or password to register.

2.3.1.1   FP registration:

Select FP1 (or FP2) and press [OK/M] to confirm and start FP registration.

```
                        ID  000001
        ADD
        FP      1
                        PLACE   FINGER
```

Place finger needed to register on scanner window. After a short beep, move finger away. The LCD interface will show as following,

```
                        ID  000001
        ADD
        FP      1
                        OK
```
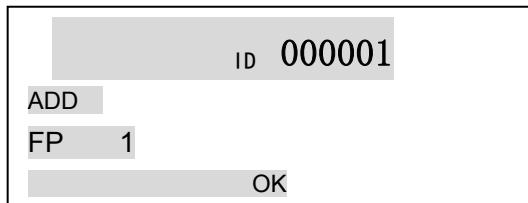
Place the same finger on scanner window again. After a short beep, move your finger away. If success, device will sound 4 short beeps. The interface will show "OK" like this,

```
                        ID  000001
        ADD
        FP       1
                OK
```

6
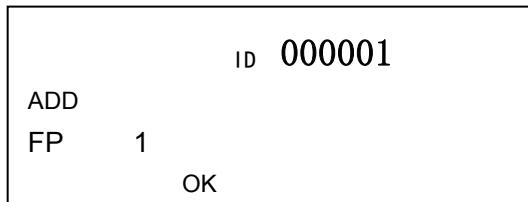
If registration fails, device will prompt a long beep and interface will show "Fail" like this,

```
              ID  000001
ADD
FP     1
           FAIL
```
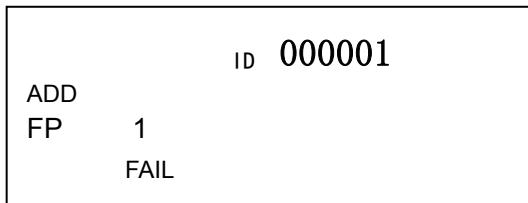
If the fingerprint has been registered, device will sound "di-di-" indicating this fingerprint repeats and interface will show "FAIL" like this,

```
              ID  000001
ADD
FP     1
            FAIL
```
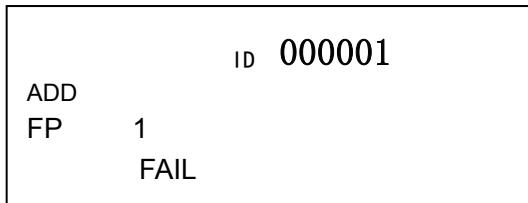
2.3.1.2   Password registration:

Press [0/→] and switch to PW option,

```
              ID  000001
ADD
        PW
```
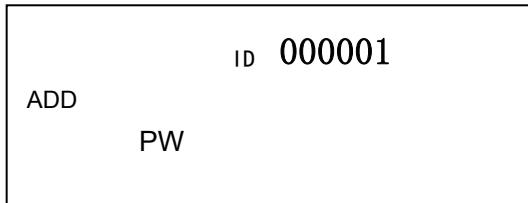
Press [OK/M] to confirm and start password registration,

```
              ID  000001
ADD           PW
        PW
```
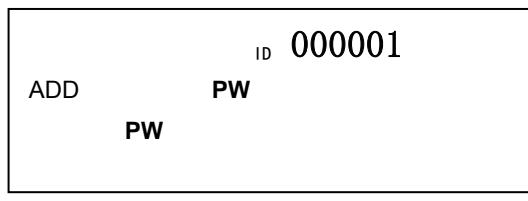
Input user password through keypad (max. 6 digit). Press [OK/M] to confirm and device will sound two short beeps which prompts input password again. After inputting password twice, press [OK/M] to confirm. And device will sound 4 short beeps indicating success.

```
                    ID  000001
ADD                 PW  ××××
           PW
               OK
```
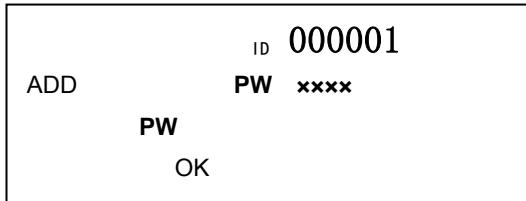
2.3.2   Delete User

In management menu, press [0/→] and select [DEL.].

```
ADD DEL. TIME SET.
```
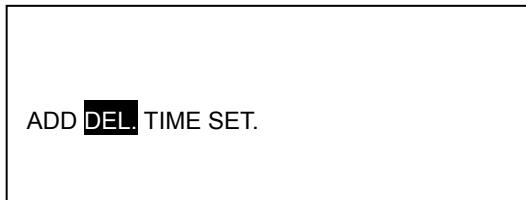
Press [OK/M] to enter "Delete user" interface.

```
                    ID  000001

DEL.
```
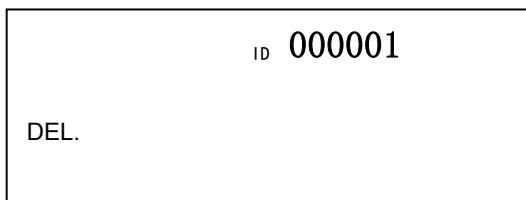
Input the user ID needed to be deleted (i.e. 000001). Press [OK/M] to confirm.
Device will sound 4 short beeps indicating the user deletion is successful.

```
                    ID  000001

DEL.
               OK
```
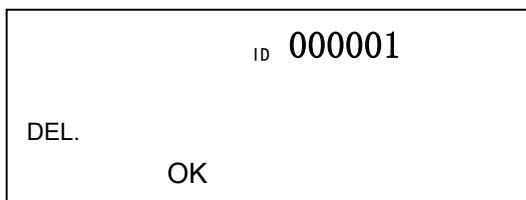
2.3.3   Set Date/time

Press [0/→] to select [TIME] option

```
ADD DEL. TIME SET.
```
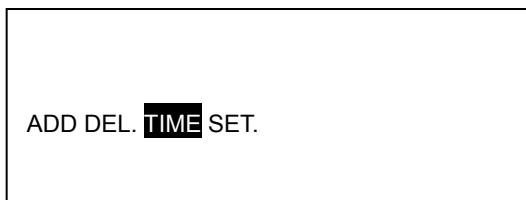
Press [OK/M] to enter setting interface.

Input the date with number key. Press [OK/M] to confirm. And then set time as following,

```
08-23-11        22:16:32
```

Input the time with number key. Press [OK/M] to confirm. Device will sound 4 short beeps, indicating set successfully.

```
08-23-11        11:37:56

          OK
```
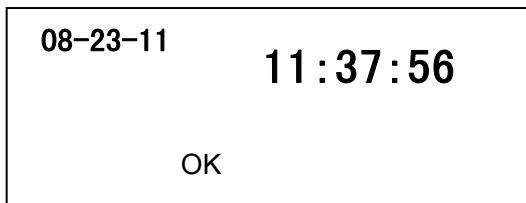
2.3.4   Administration Password Setting

Press [0/→] to select [SET.] option:

```
ADD DEL. TIME SET.
```
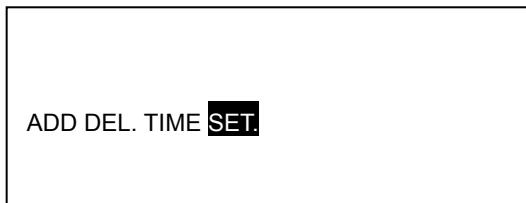
Press [OK/M] to enter admin password setting interface,

```
          PW
```
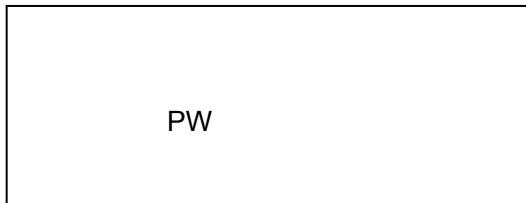
Input admin password through keypad (6 digits). Press [OK/M] to confirm and device will sound two short beeps which prompts input password again. After inputting the same password twice, press [OK/M] to confirm. And device will sound 4 short beeps indicating success.

```
            PW  ××××
            OK
```

If the two passwords are different, the device will sound a long beep, indicating the password modification fails.

```
            PW  ××××
        FAIL
```

2.3.5   Verification

2.3.5.1   Password Verification

In default interface, input user ID through keypad and press [OK/M] to confirm.

```
08-23-11
                ID  000001
            PW
    IN /
```
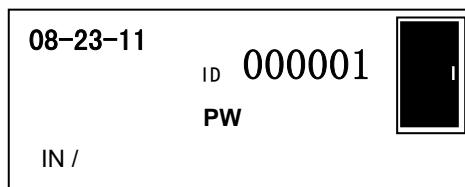
Secondly input user password, press [OK/M] to confirm.

If device sounds 4 short beeps, prompting verification is successful.

```
08-23-11
                ID  000001
            PW  ××××
    IN /    OK
```

If device sounds a long beep prompting verification fails.

```
08-23-11
                ID  000001
            PW  ××××
    IN /    FAIL
```
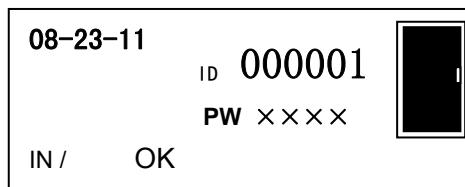
2.3.5.2   Fingerprint Verification

In default interface, place registered finger on scanner window. After a short beep, move the finger away.

If device sounds 4 short beeps, prompting verification is successful.

```
08-23-11
                   ID   000001          ▮

IN /              OK
```

If device sounds a long beep prompting verification fails.

```
08-23-11
                   11:37:56            ▮

IN /       FAIL
```
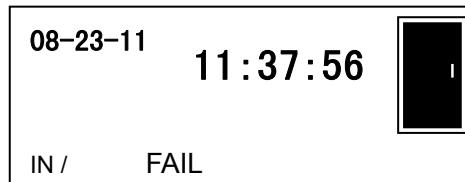
2.3.6   Initialization: Return password to factory defaults

To initialize the device and reset the management password back to the default password (999999) press the 'Initialization Button' until heard beeps. The operation will not delete any user data stored in the device.
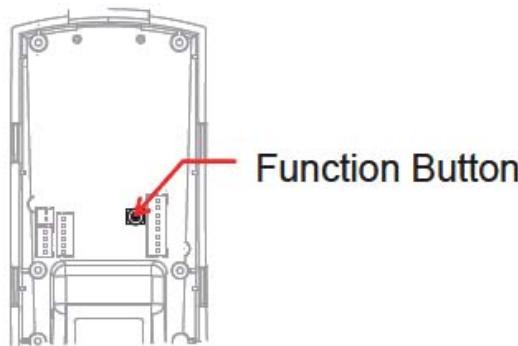
2.3.7   Reset: Restarts Device

Press the 'Reset' button at the button of the device until LCD go out. Now release the button the device will restart.

Mini USB Port

Reset Button

Screw Hole
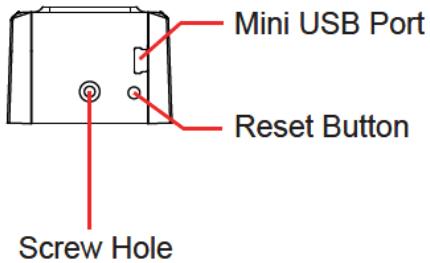
Chapter 3   System installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3　System installation

First we should install background management software on the computer. Please refer to the following steps.

3.1　Running environment

Hardware environment:

PentiumⅡ266 and above; PentiumⅢ500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM Port

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

Operating system:

Microsoft Windows 2000

Microsoft Windows XP (recommended)

Microsoft Windows Vista

3.2　System installation

Insert the CD to the PC's CDROM. Following window pops up:

Destination Location

Setup will install Fingerprint T&A and Access Control Management System in the following folder.

To install into a different folder, click Browse, and select another folder.

You can choose not to install Fingerprint T&A and Access Control Management System by clicking Cancel to exit Setup.

2. Select installation path

Destination Folder
C:\Att

Browse...

T&A Installation Guide

3. Click [Next] to continue

< Back   Next >   Cancel

Start Installation

You are now ready to install Fingerprint T&A and Access Control Management System

Click the Next button to begin the installation or the Back button to reenter the installation information.

4. Click [Agree] to continue

T&A Installation Guide

< Back   Next >   Cancel

Installing

Current File
Copying file:
C:\Att\pngbmp\PNG_User3.png

All Files
Time Remaining 0 minutes 0 seconds

Wise Installation Wizard?

< Back   Next >   Cancel

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5. Click [Finish] to finishing installation

Click [Finish] to close the installation program and an icon will be added to the desktop. Double click it and the T&A management system will be started. In addition, [Fingerprint T&A and Access Control System] has been added to [All Programs]. Please see the picture below:
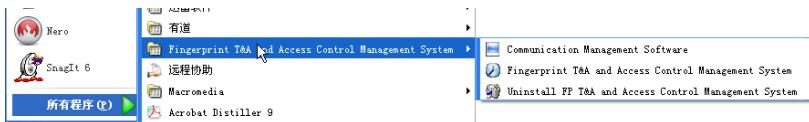
The shortcut of [Fingerprint T&A and Access Control System] and [Time and Attendance machine Management] is included in [All Programs].

3.3   Uninstall the software

Click [Uninstall Fingerprint T&A and Access Control System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter 4 Communication

The chapter is mainly regaring T50 how to add, delete and set communication between PC and terminal.

4   Communication

The communication between software and device should be realized firstly through connecting PC and devices via com or TCP/IP, secondly adding device terminal in software. Finally start to communicate data.

4.1   Login the System

Click [Start] - [Program] - [Fingerprint T&A and Management System] - [Fingerprint T&A and Management System] to open the software, the following window will pop up:
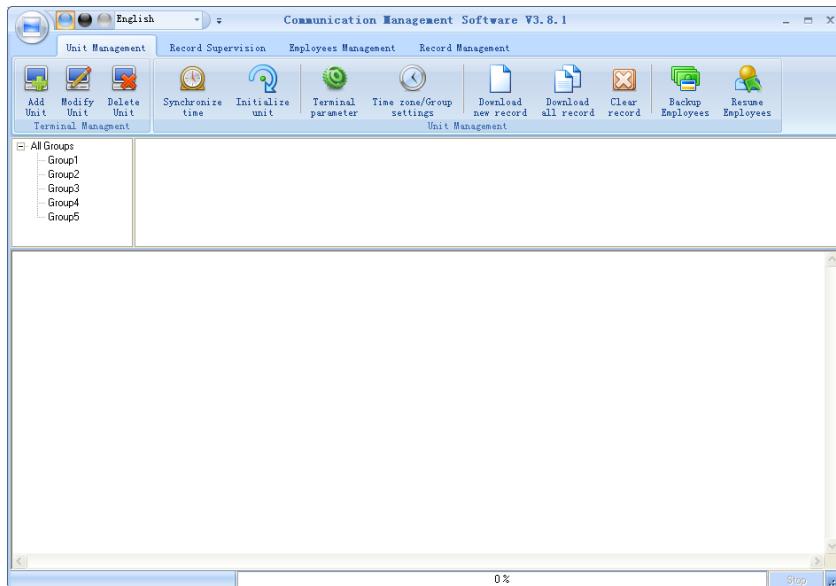
If the time attendance software's login password is not empty, you should enter the password firstly.
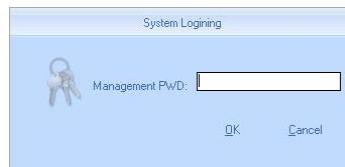
Enter the password and click the key [OK] to login.

Note: If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

Click the key [OK]. And then try to enter the correct password.

4.2   T&A Machine Management

4.2.1   Add Unit

Click the key [Add Unit]. Following windows pops up:
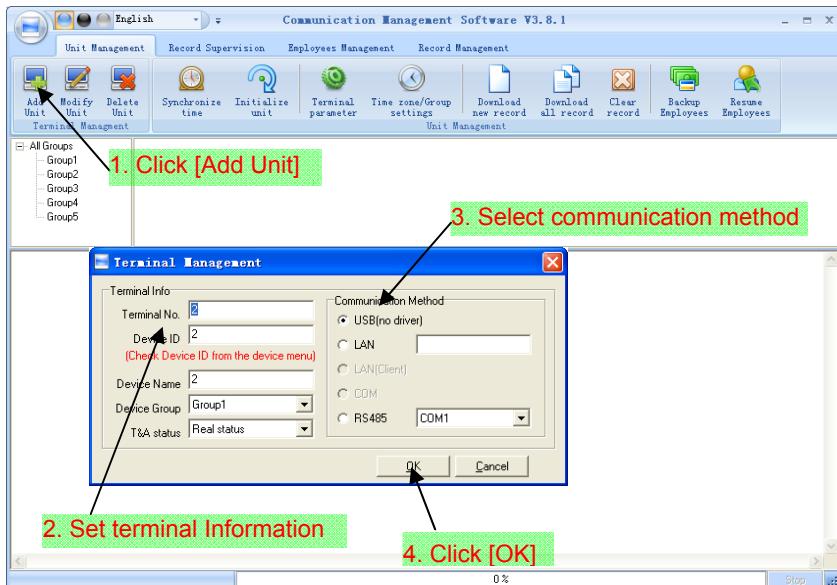
☺ Remark:

Terminal No.: This number can be set as you like.

Device ID: Check Device ID from the device menu

Device Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty".

USB: Connect the terminal via USB cable;

LAN: Input the terminal's IP address. The default IP address is 192.168.0.218.

RS485: The default COM value is COM1;

Click the key [OK] to save the information.

There will display an icon for the new added device terminal . Put the mouse on icon, which will show the detailed info of the device.

Machine Number:1
Machine Name:Front door
Serial Number:1
Communication Method:RS485
Com Port:1
Connection State:Normal

4.2.2   Modify Unit
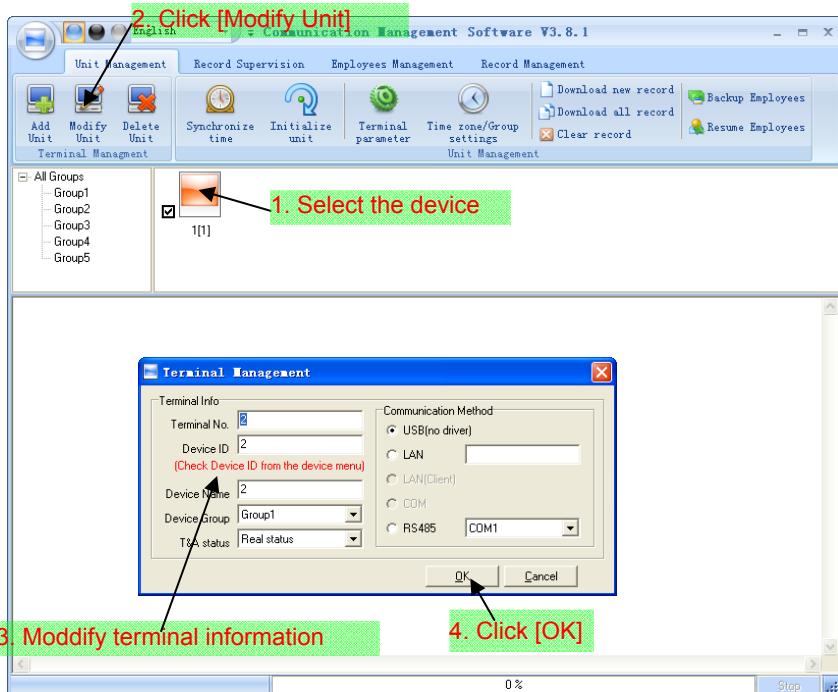
4.2.3   Delete Unit
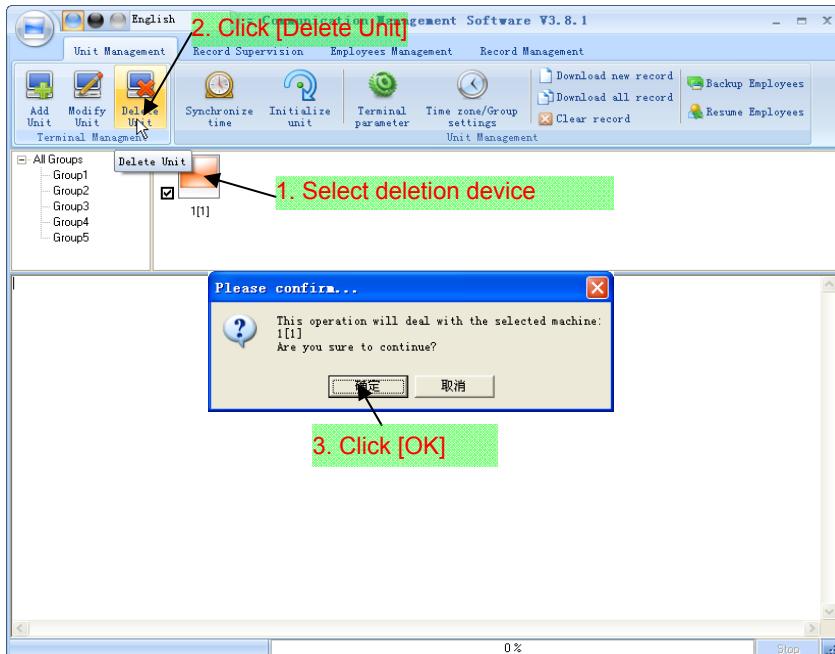
4.2.4　Set Machine No.

Device ID of the unit which is required in software communication
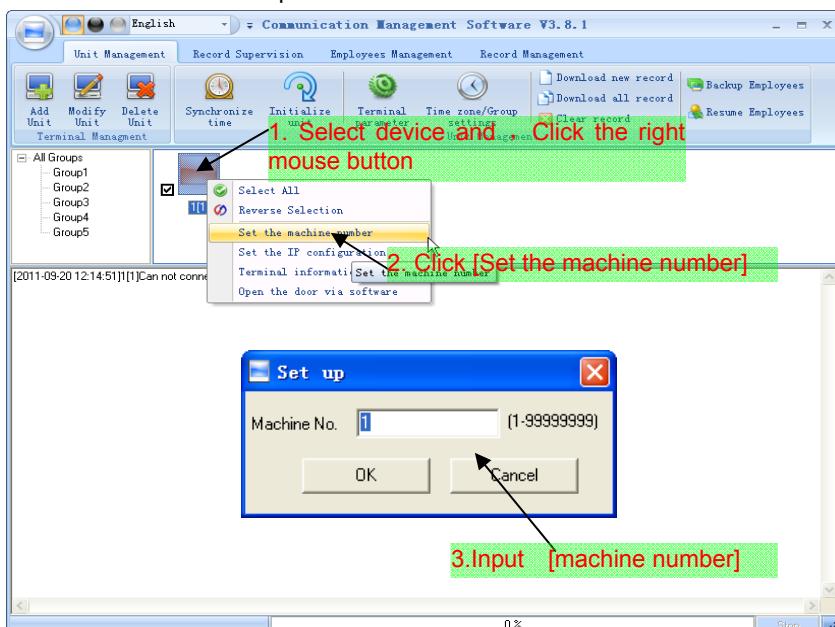
Tips:It doesn't allow duplicate Device ID in one LAN.Otherwise,it will cause software communication error.

4.2.5   Set Net Parameters
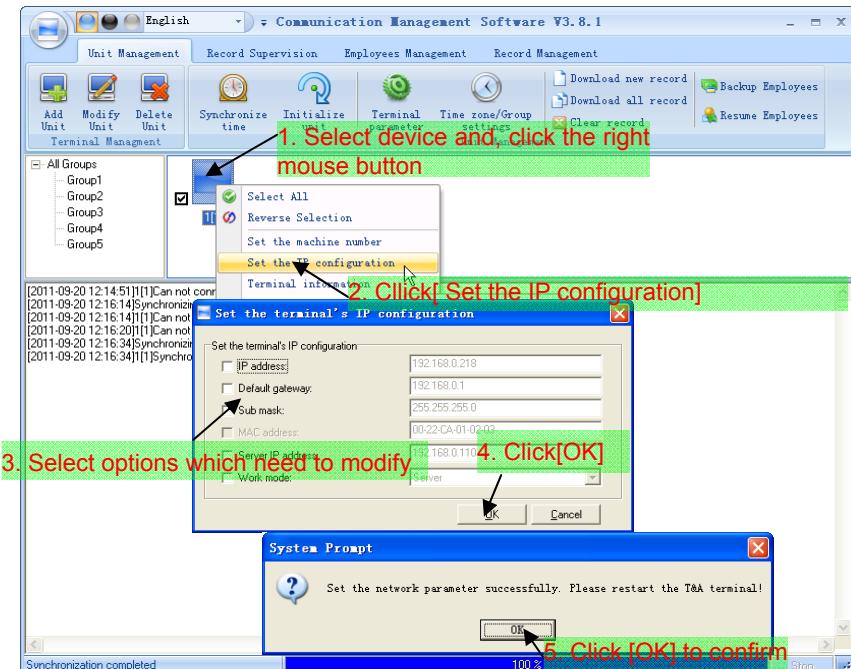
4.2.6　Terminal info
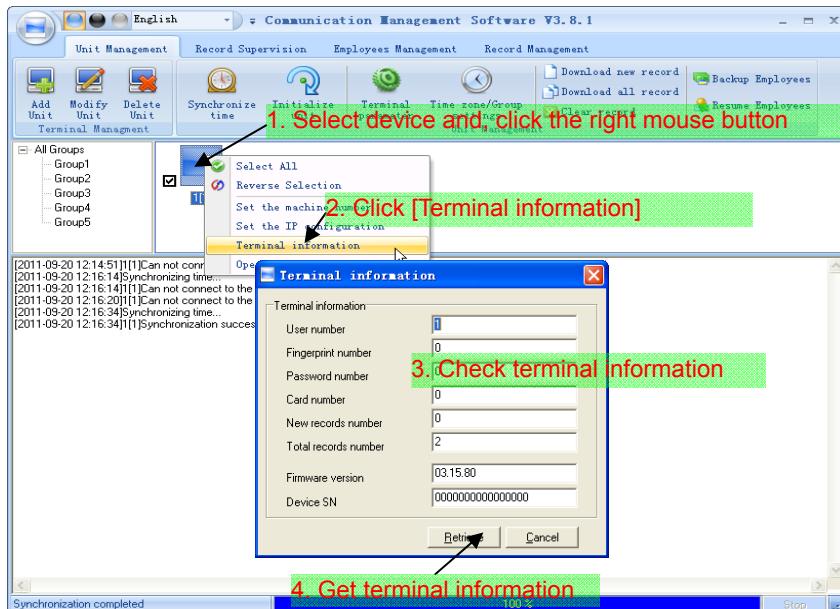
4.2.7　Open the door via the software
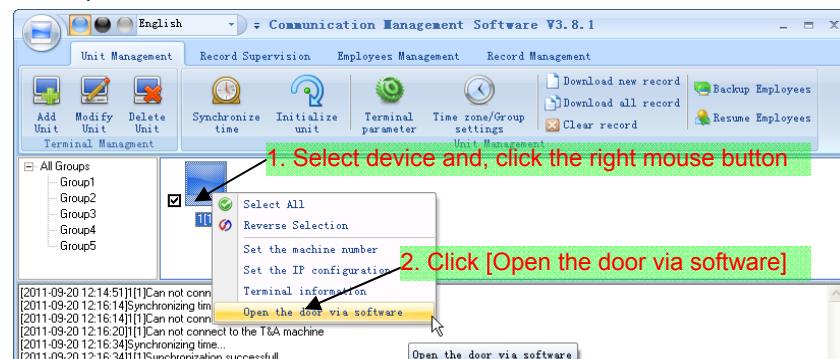
Open the door via the software

4.2.8 Synchronize Time

Synchronize the T50's time with the computer time. Click the button [Synchronize time].

Following message box pops up:
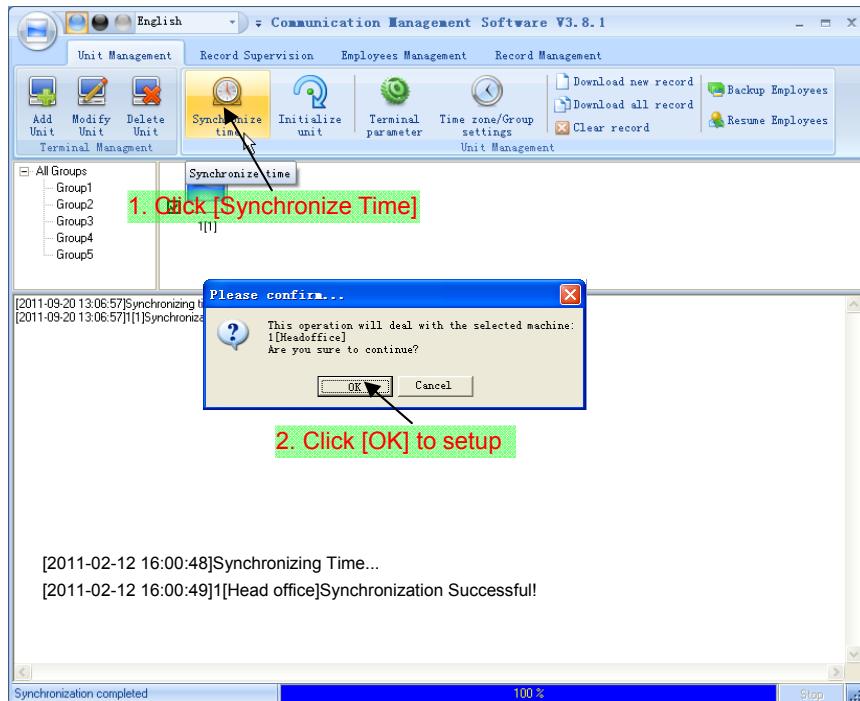
4.2.9 Initialize Unit

The machine system will resume to factory settings. All data will be cleaned up.

Attention should be taken for this operation!

1. Click [Initialize Terminal]

2. Click [OK] to initialize

[2011-02-12 16:02:46]Initializing...
[2011-02-12 16:02:49]1[Head office]Initialization Successful!

4.2.10　Terminal parameter

1. Click [Terminal Parameter]

2. Modify terminal parameters

4. Click [OK] to confirm

3. Click [OK] to set

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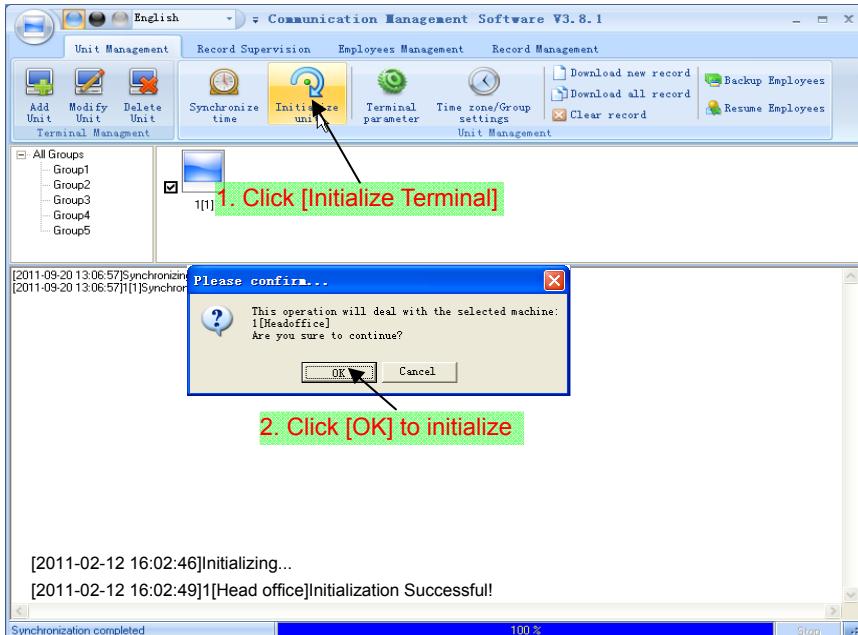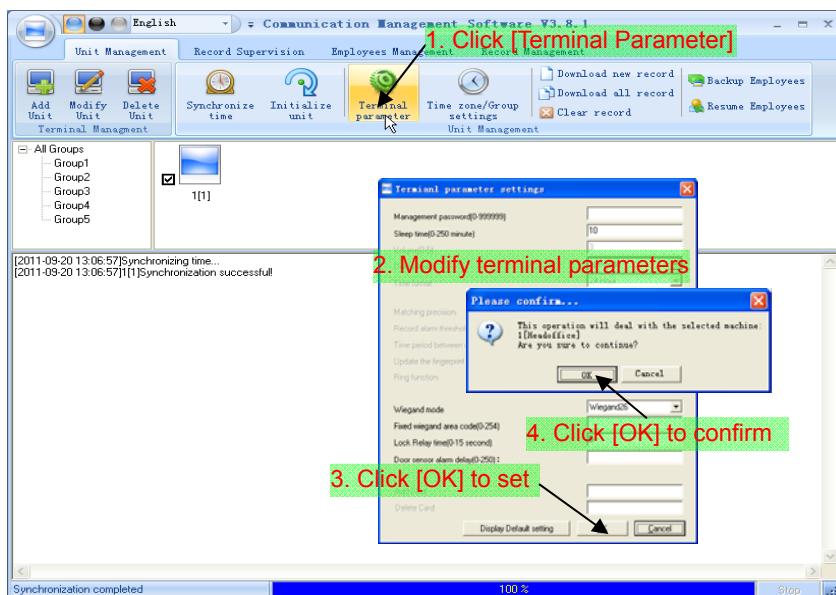
[Management Password]: Set Management Password for T50 device

[Sleep Period]: Enter the time period in the sleeping time input box. The time period can be 0-255. If you set the sleep period as 0, the unit will never sleep.

[Wiegand Mode]: Wiegand26, Encrypted wiegand. Default Wiegand26

[Fixed Wiegand area code (0~254)]: If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

[Lock delay]: Lock delay means since access granted, the door opens delay time (range is 0—10s).

[Door sensor alarm delay (0-250)]: When the door does not close within setting time, the device will alarm.（Range 0-250s） 0 means disable the Door sensor alarm.

4.2.11 Time zone/Group settings

This function is only for the terminals which have the access control output.
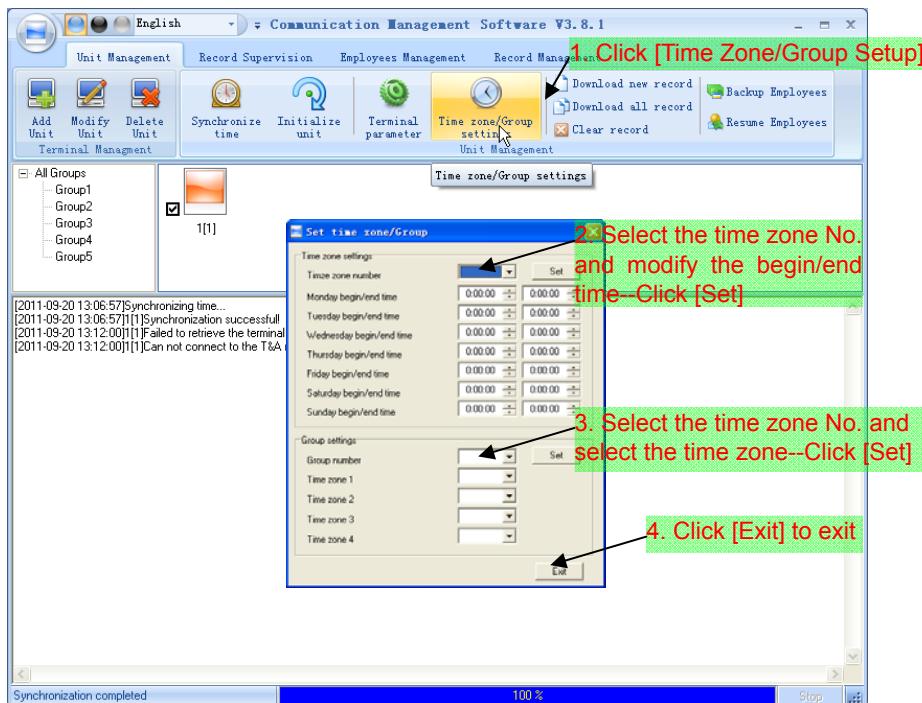
4.2.12 Download New Records

Download the records from the T50 to the computer.
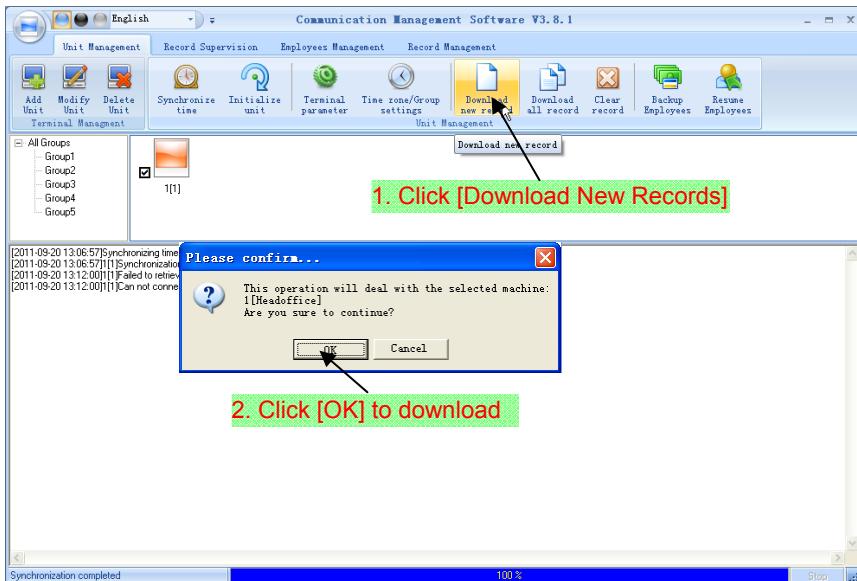
4.2.13   Download All Records

Download all records from the T50 to the computer.
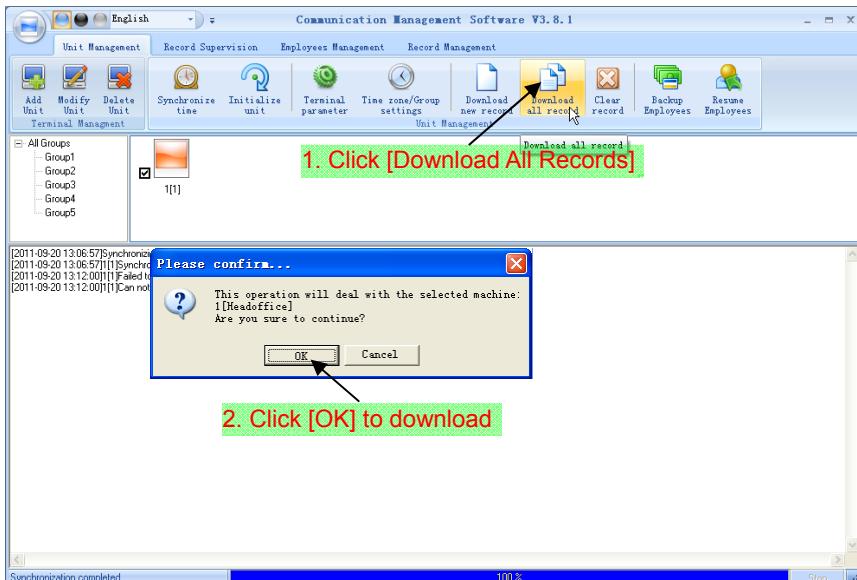
4.2.14   Clear Records

Clear all records from the T50 to the computer.
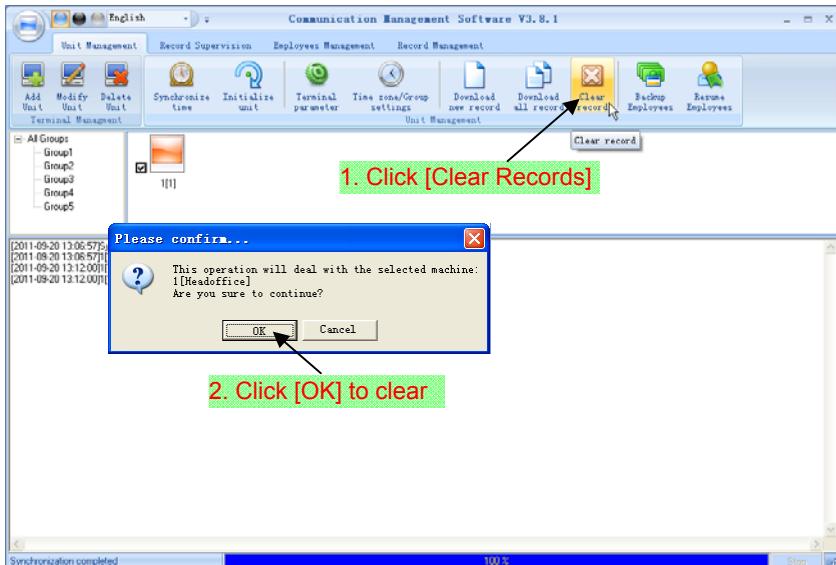
4.2.15   Backup Employees

Download the employee information and employees' fingerprint templates from the T50 to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table "User Info" of the database. And the fingerprint templates information is saved in the folder "Template "in the installation directory.

1. Click [Backup Employee]

Backup Employees

2. Click [OK] to backup
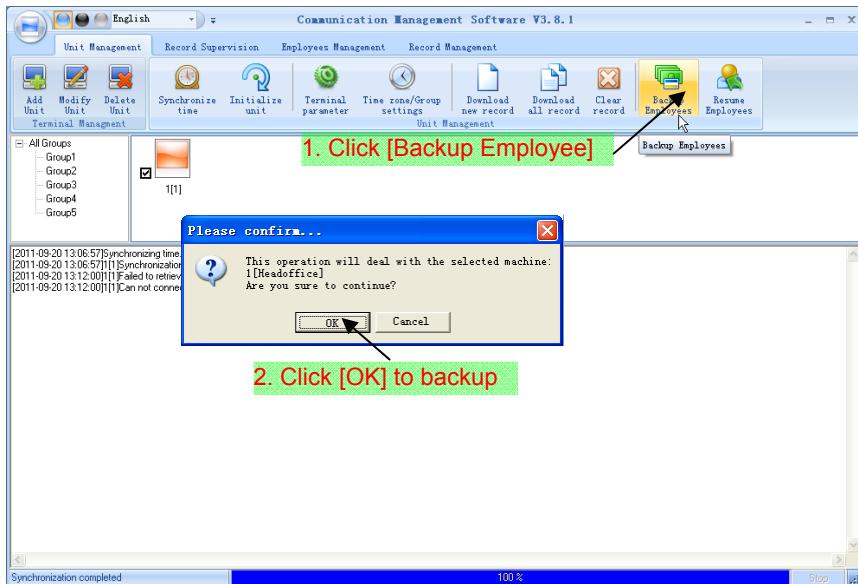
4.2.16　　Resume Employees

Upload the employee information and employee's templates from the computer to the T50.

1. Click [Resume Employee]

Resume Employees

2. Click [OK] to resume

[2011-02-12 16:13:31]Restoring Employees
[2011-02-12 16:13:31]Restore Employees:1[Head office]
[2011-02-12 16:13:34]1[Head office]Restore employees successfully
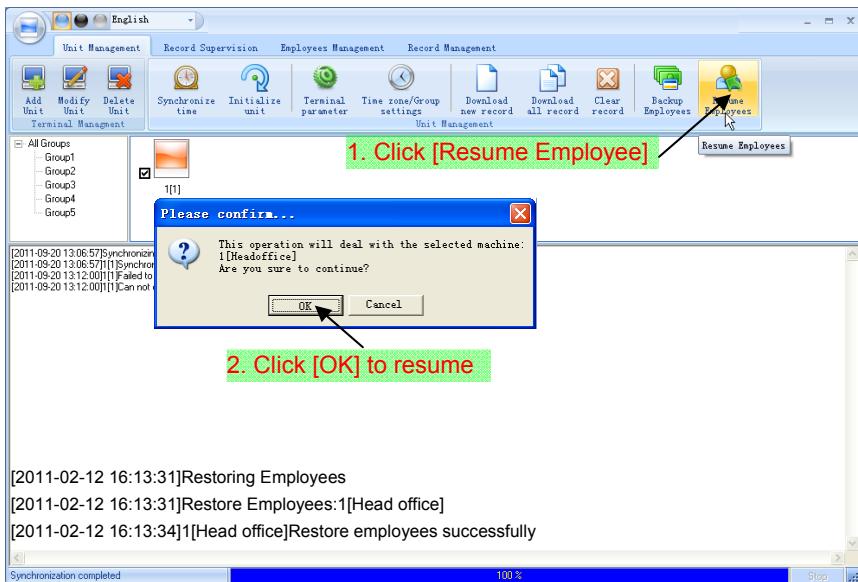
4.3　　Record supervision

4.3.1　　Activate real-time

Real time function enable track the attendance records in unit at any time.

4.3.2 Prohibit real-time

4.4   Employees Management

Employees management mainly includes these functions: employee management in database of local PC、employee communication management between PC and unit、employee info tracking.

4.4.1   Add Employee
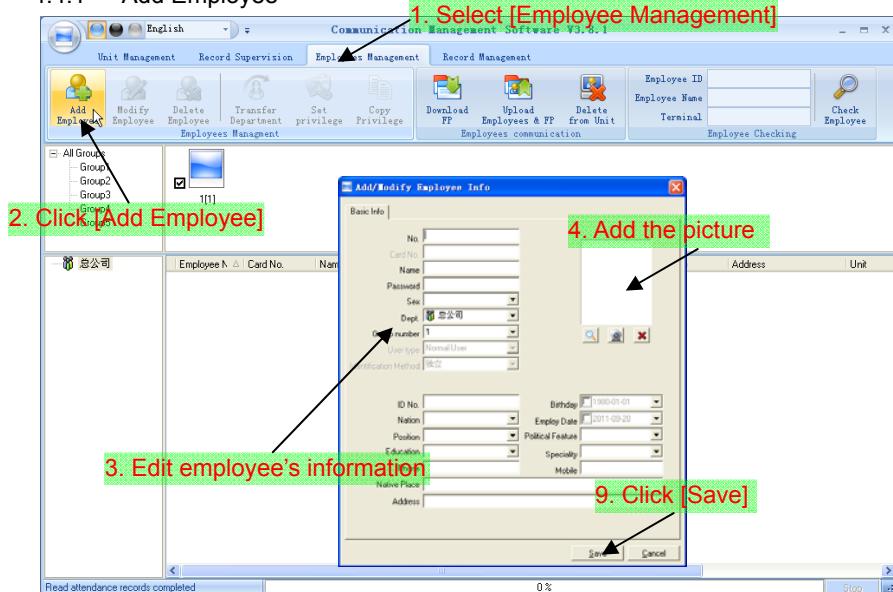
**Notice**: Employee ID is the only one which can't be repeated and empty.

[Add picture]:

Two ways: add pictures in local pc or online capture pictures.

1st way: Click [🔍] button, choose employee's picture stored in PC and open [Edit picture] window as following,

7. Click [Cut Down]

8. Click [Save]

6. Select the picture
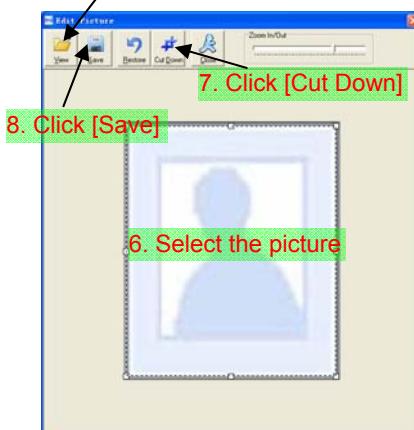
2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.
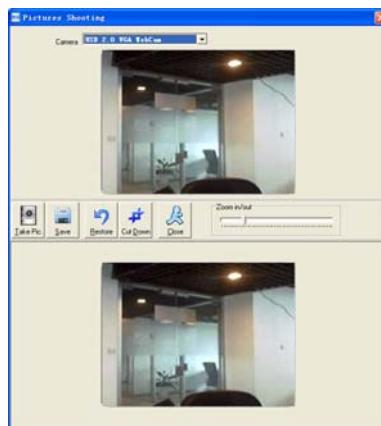

Click the button [❌] to delete the employee photo.

[Fingerprint registration]:

Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

If the sentence shows: "Connect to the fingerprint sensor reader successfully!" means that the OA99+ is connected successfully.

Place the fingerprint on the terminal's fingerprint scanner window:

1. Click [Fingerprint Registration]

3. Click [Enroll]

2. Ensure connection succeeds
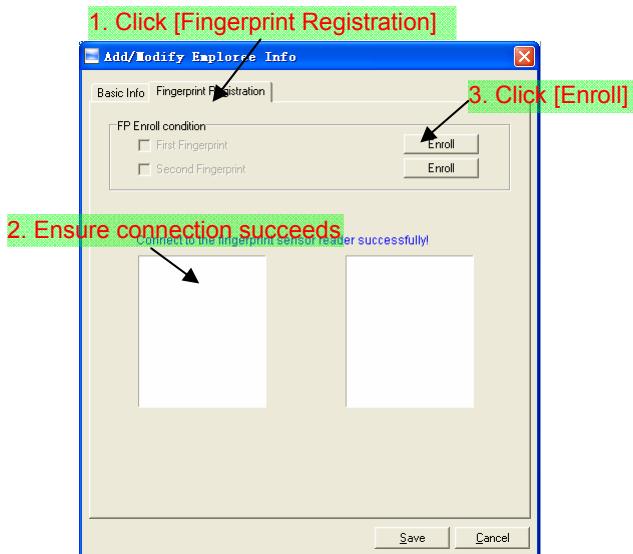
Click the button [Enroll] to enroll the fingerprint.


4. Place the finger

5. Click [Save]
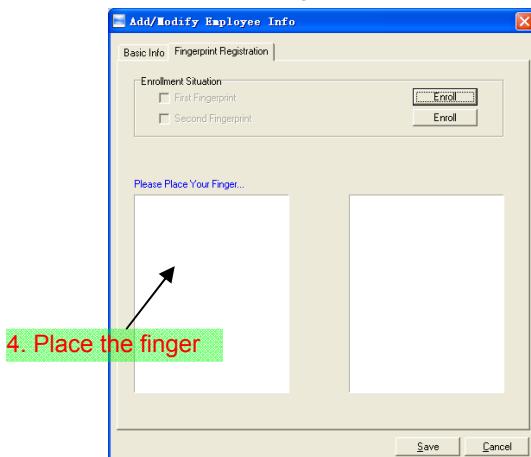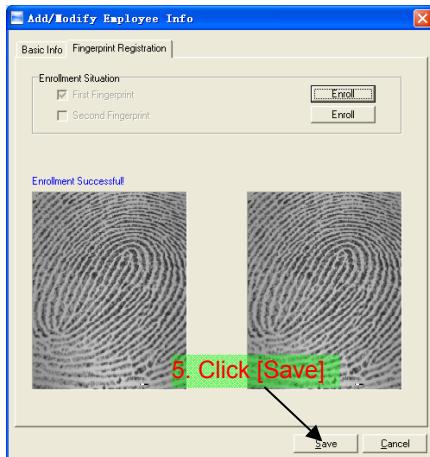
Click the button [OK] to save or click the button [Cancel] to cancel.

4.4.2   Modify Employee

Modify employee is to modify the database employee info in local PC.

1. Select [Employee Management]

3. Click [Modify Employee]

2. Select employee record

4. Modify employee's information

5. Click [Save]
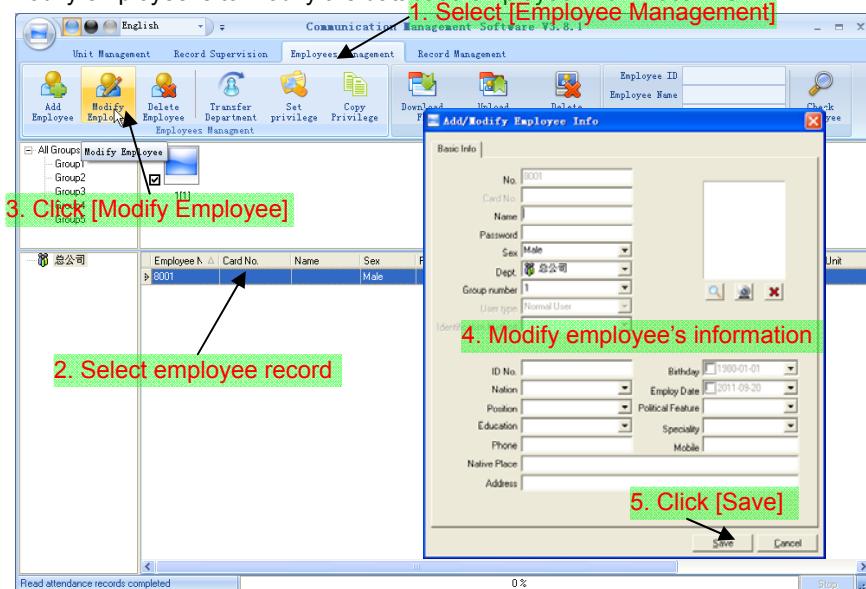
4.4.3   Delete Employee

Delete employee is to delete database employee info in local PC.
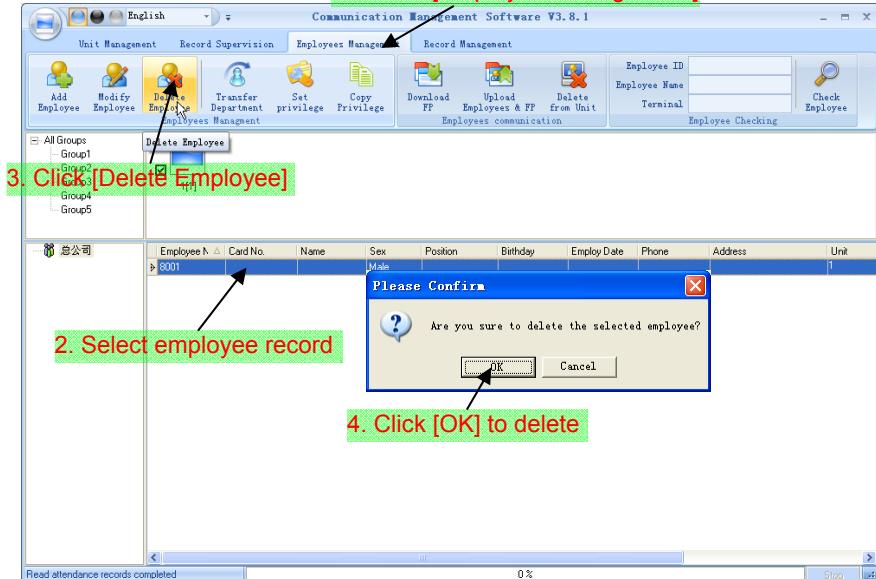
4.4.4　Transfer Department

When employees are transferred, there is necessary to transfer them between different departments. Transfer department enable realize this function.
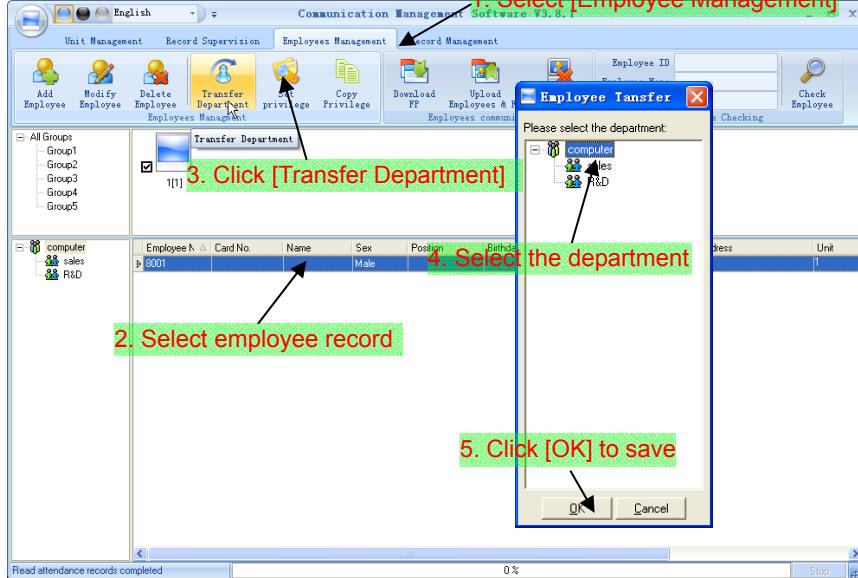
4.3.5 Set Privilege

We can only upload the employee to the authorized terminal.
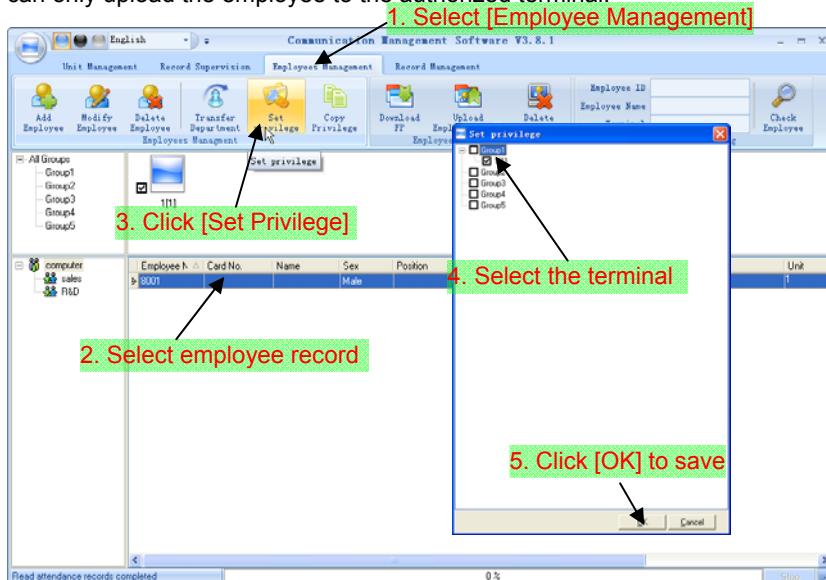
You can find the employee's authorized terminal in the column [Unit] as follows:

Judy's fingerprint is in the unit1.
Micheal's fingerprint is in the unit 1 and unit2.
Lizzy's fingerprint is in the unit2.

4.4.6　　Copy Privilege

Copy privilege is to copy employees' T&A method and access permission.

1. Select [Employee Management]
2. Select employee record
3. Click [Copy Privilege]
4. Enter employee ID
5. Click [OK]
6. Click [OK] to set
7. Click [OK] to confirm
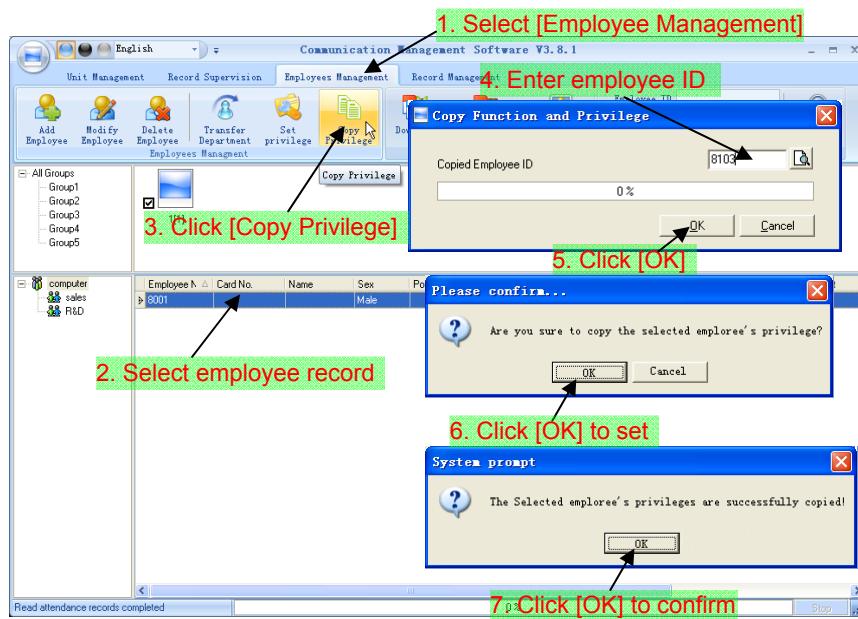
4.4.7 Download FP

Download FP is to download employees' FP stored in attendance terminal to PC which will not download employee info. Please make sure employee info has existed before downloading FP.
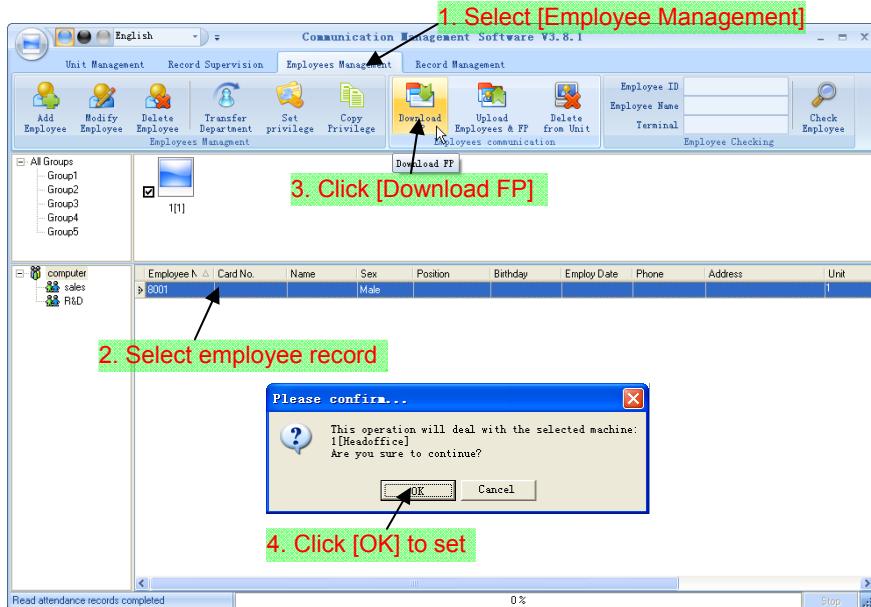
The operation nformation shows on the main interface as follows:

[2009-03-18 16:18:44]Download fingerprint...

[2009-03-18 16:18:44]Download fingerprint:1[Head office]

[2009-03-18 16:18:44]1[Head office]Can not connect to the T&A machine

4.4.8   Upload Employee & FP

Upload employee & FP is to upload employee info stored in PC to terminal.
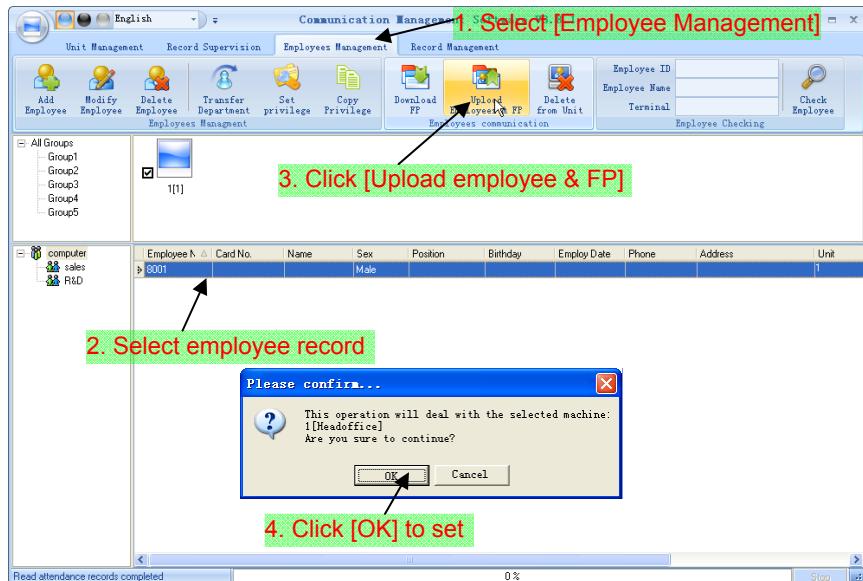
The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload employees and fingerprints...

[2009-03-19 15:10:18]Upload employees and fingerprints: 1[Head office]

[2009-03-19 15:10:19]1[Head office]Upload employee and fingerprint completed

Notice: The function of 'upload employee & FP' is the same as 'resume employee' which both store employee info to terminal. The difference is upload employee & FP enable user choose employees who need to be uploaded but 'resume employee' is to upload all the employees stored in database to terminals.

4.4.9   Delete Employee from Unit

'Delete employee from unit' is meaning delete employee info from unit through software.
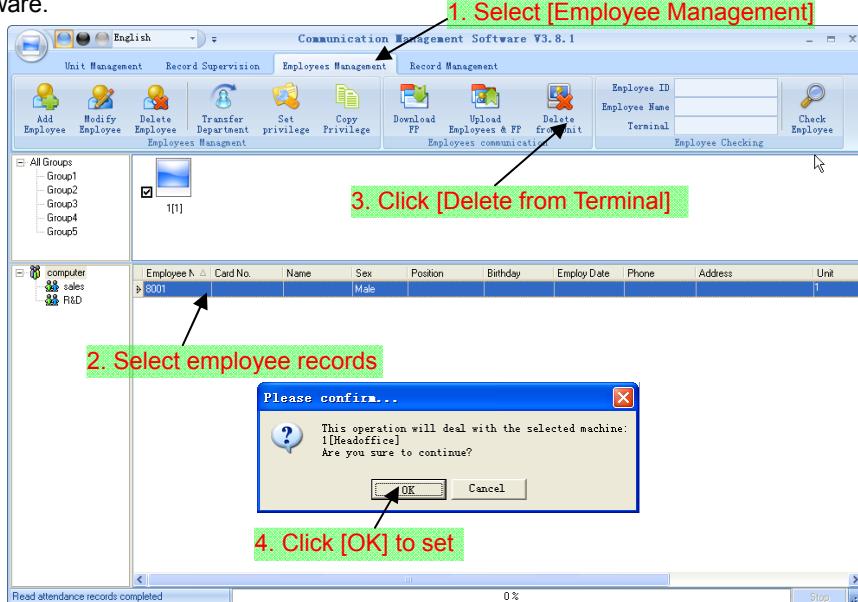
The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...

[2009-03-19 15:11:21]Delete the employee from the deviece:1[Head office]

[2009-03-19 15:11:22]1[Head office]Delete the employee from the device

4.4.10   Check Employee

Input the info of the employee like ID, name, unit location which are no necessary to fill up.
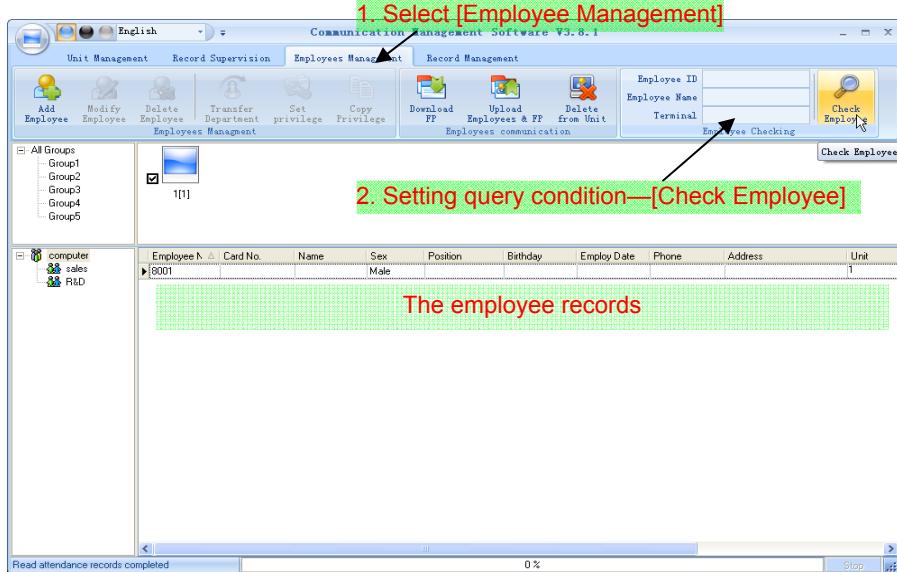


4.4.11   Department Management

Add Department:

Modify Department:

1. Select [Employee Management]

3. Modify the department name

2. Select the department name and right click mouse--Click [Modify Dept]

4. Click [OK] to save

Delete Department:

1. Select [Employee Management]

2. Select the department name which need modified and click right mouse button select [Delete Department]

3. Click [OK]
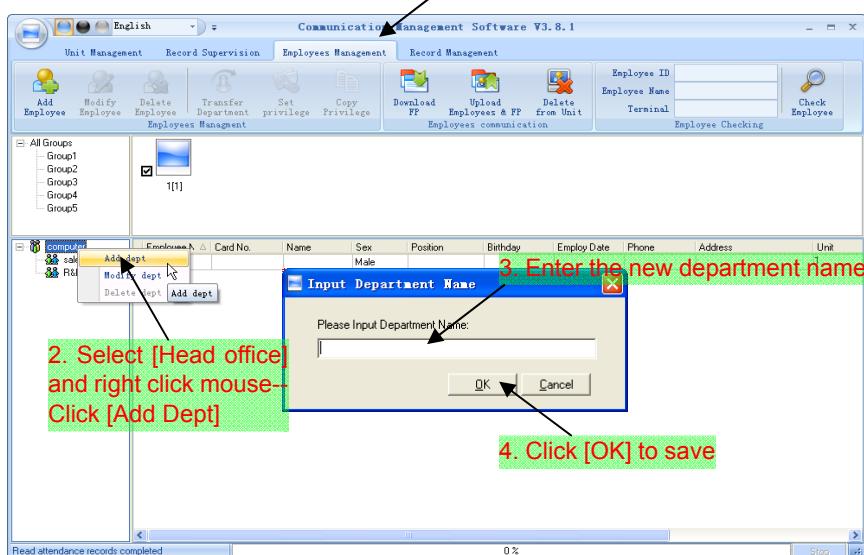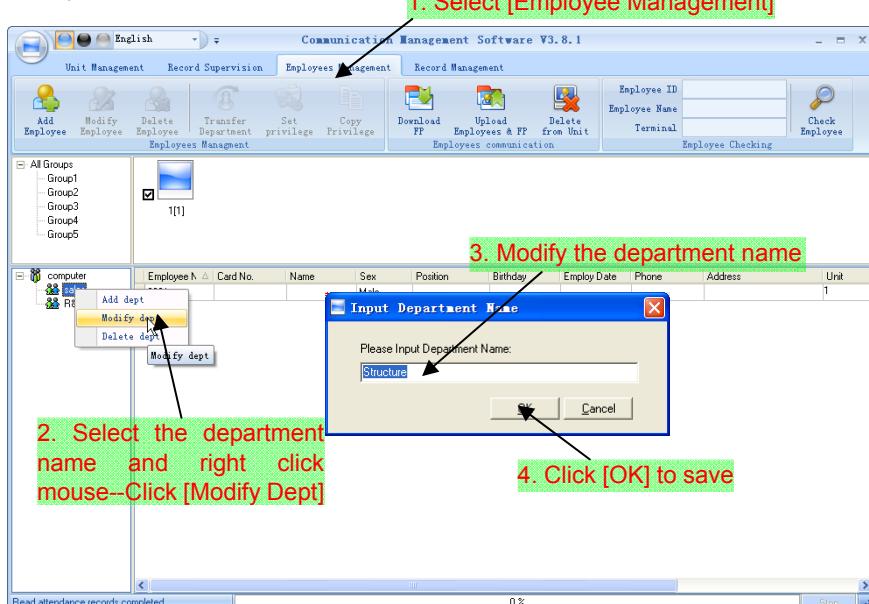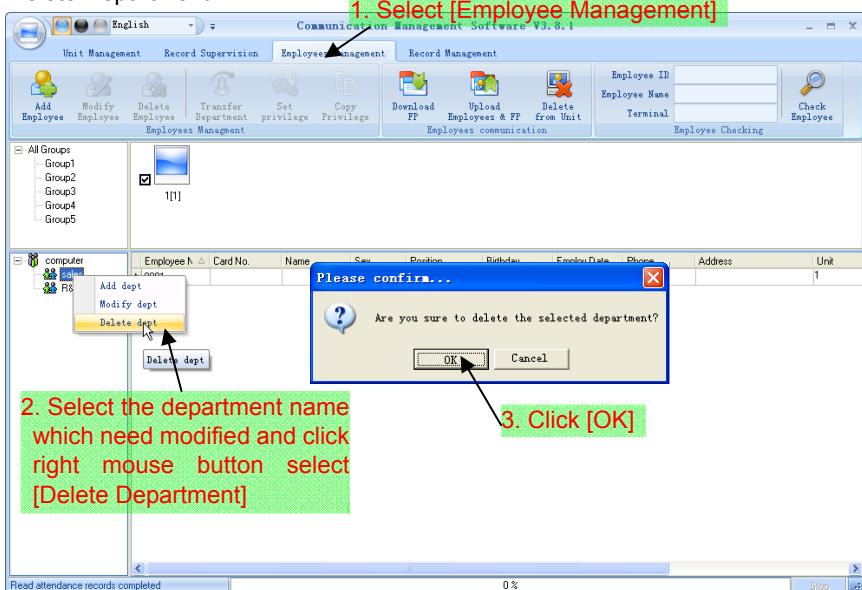
4.5   Record Management

4.5.1   Search Records

Search record is to search the downloaded attendance records in the time range.
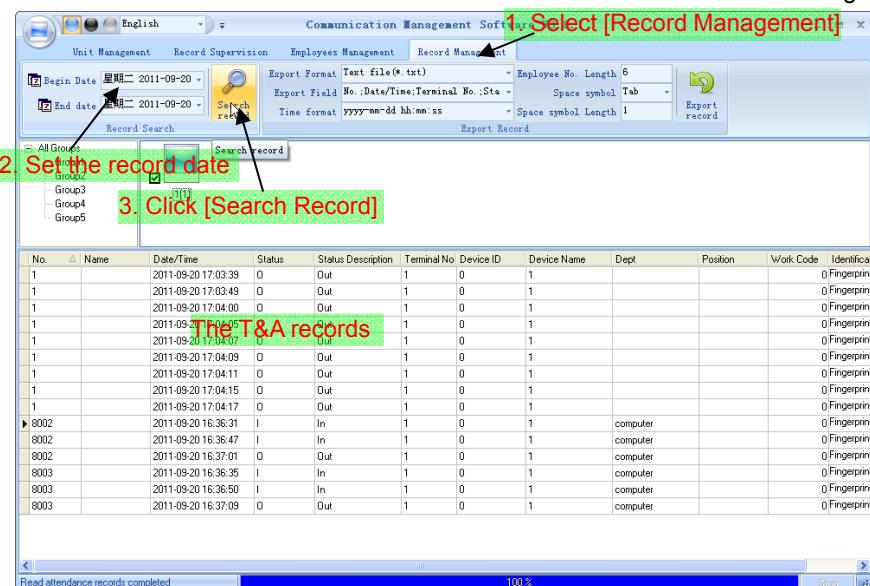
4.5.2   Export Records

Export record is to back up the data stored in the database of PC to other space, so that if the current database is abnormal, it can be used to resume data.
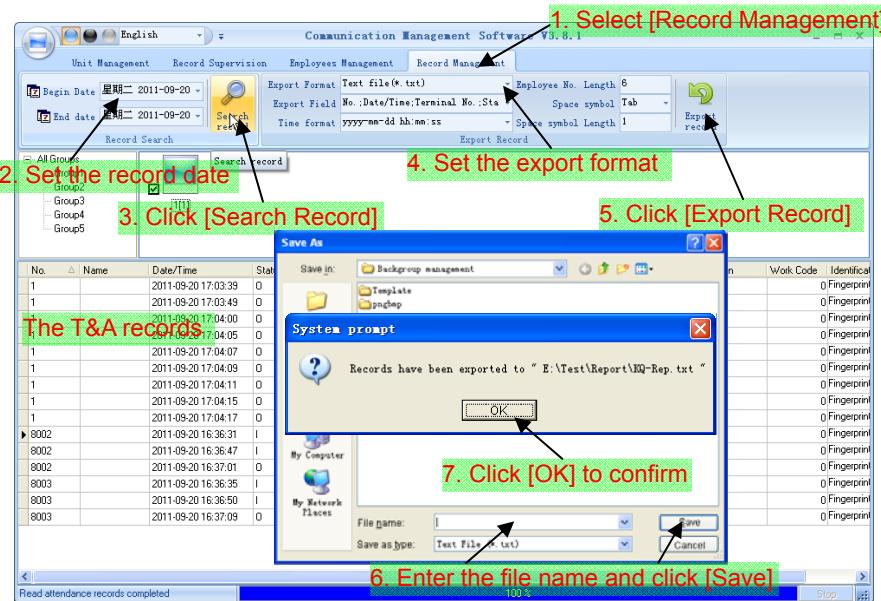
[Export Format]: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

[Export Field]: Choose the fields which are useful for you.


[Time Format]: 4 optional formats

[Employee ID Length]: Set employee No. length, the default is 6 digits.

[Space Symbol]: Space symbol to separate fields.

[Space Symbol Length]: Space symbol bit.

4.6   System Settings

4.6.1   Basic parameter setting
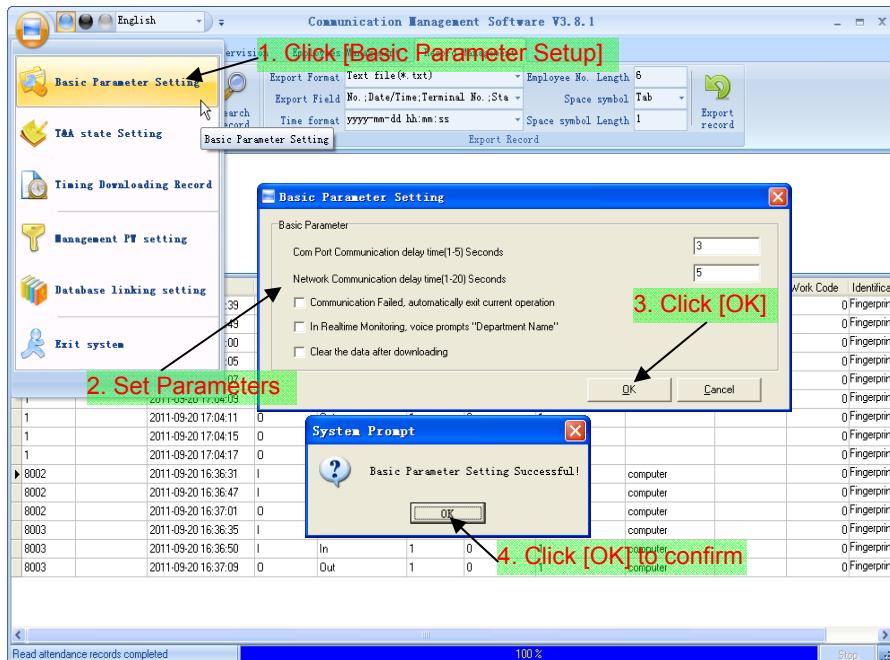
Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

□ Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

□ In real-time monitoring, voice prompts 'Department name': During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.6.2   T&A status setting
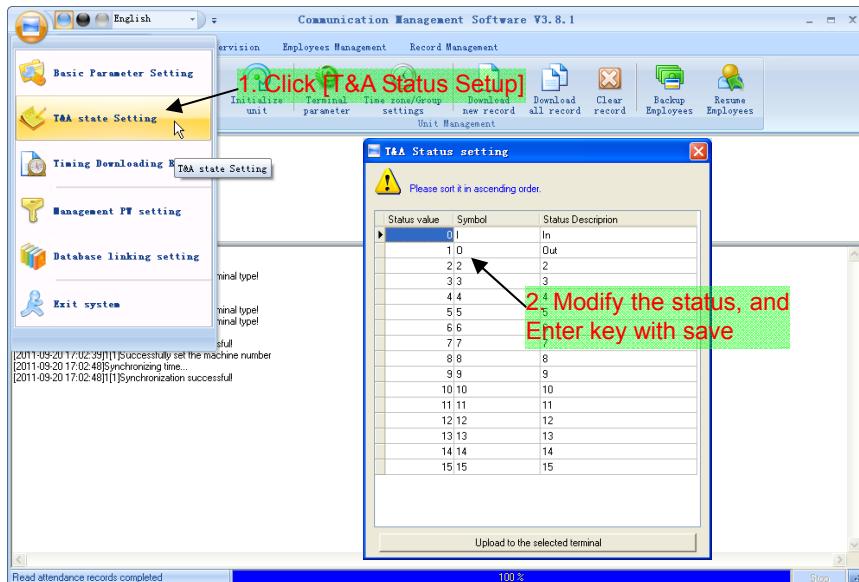
[Upload to the selected terminal]: Upload the T&A statusto the selected terminal.

4.6.3   Timing downloading record
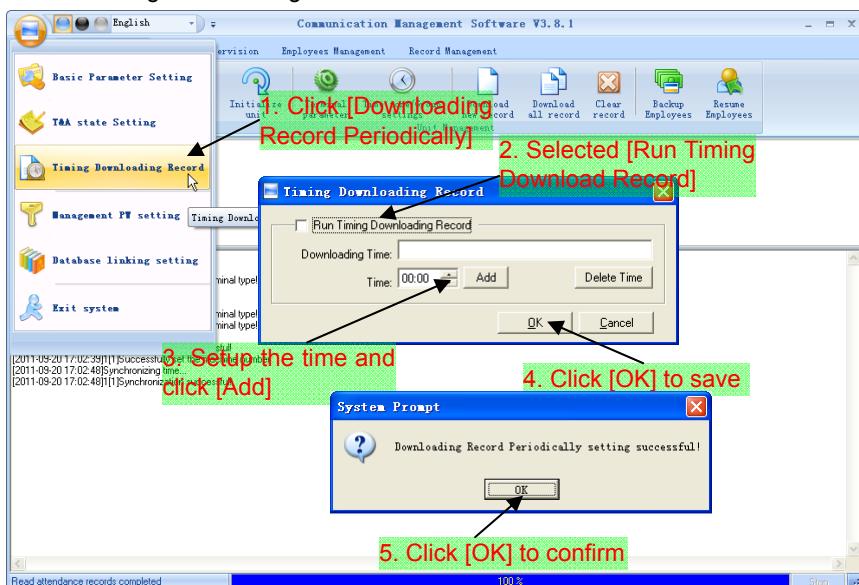
4.6.4   Management PW Setting
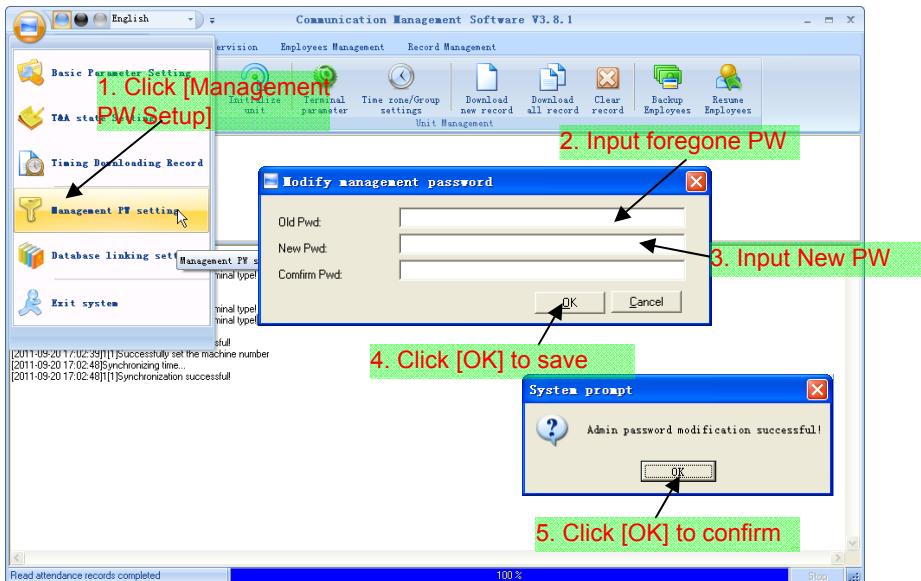
Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

Click [OK] and input old password again.

New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. If confirm Pwd is different from new one, system will prompt:
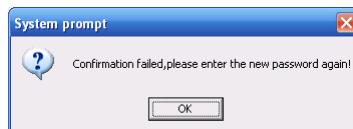
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and system will prompt:

Click [Cancel] button to exit.

4.6.5   Database linking setting
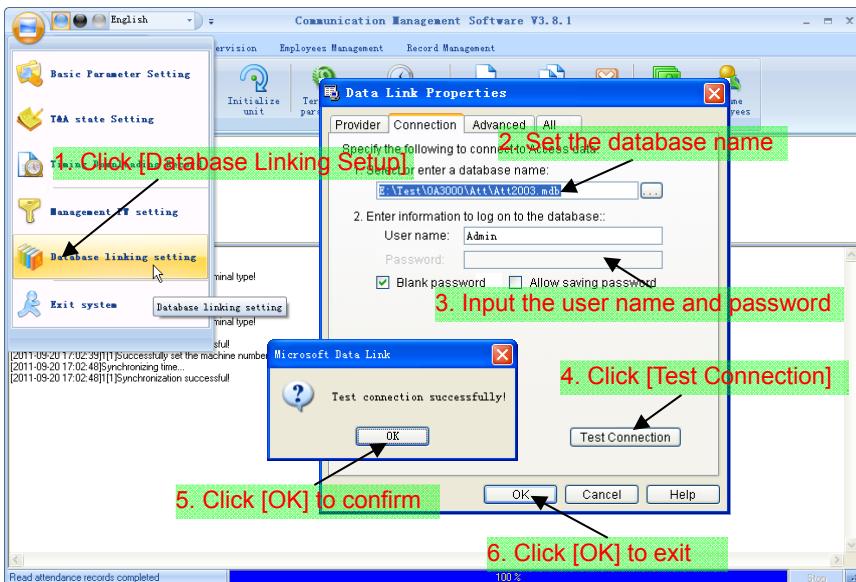
4.6.6   Exit system

Click [Exit system] item, pop-up confirm info,
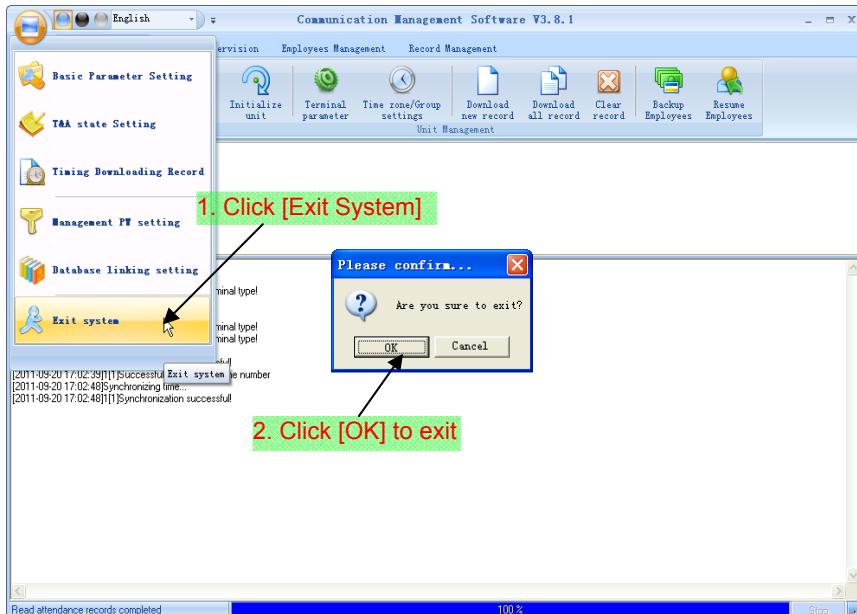
4.7   Software Interface Setting

4.7.1   Interface Skin Color

Choose [⬜⚫⚪] button in title menu which enable change software interface color.

4.7.2   English/Chinese Interface Converting

Choose [Chinese ▾] button in title menu which enable convert between English and Chinese interface.

4.7.3   Quick Access button setting

Add more functions to the titled language toolbar in order to quick access. I.e.: [Synchronize time].

Click right button on [Synchronize time], pop-up the following window,

Click [Add to quick access toolbar] and it will display in titled language toolbar.

When you need to delete the quick access button, click on the button, pop-up the menu.

Click it and the quick access button will disappear.

Chapter 5 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

5   Background Management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports.

5.1   Login System

Double click the icon [Fingerprint T&A Syst...] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

1. Input admin and password

2. Click [OK] to login system

System menu

Shortcut button
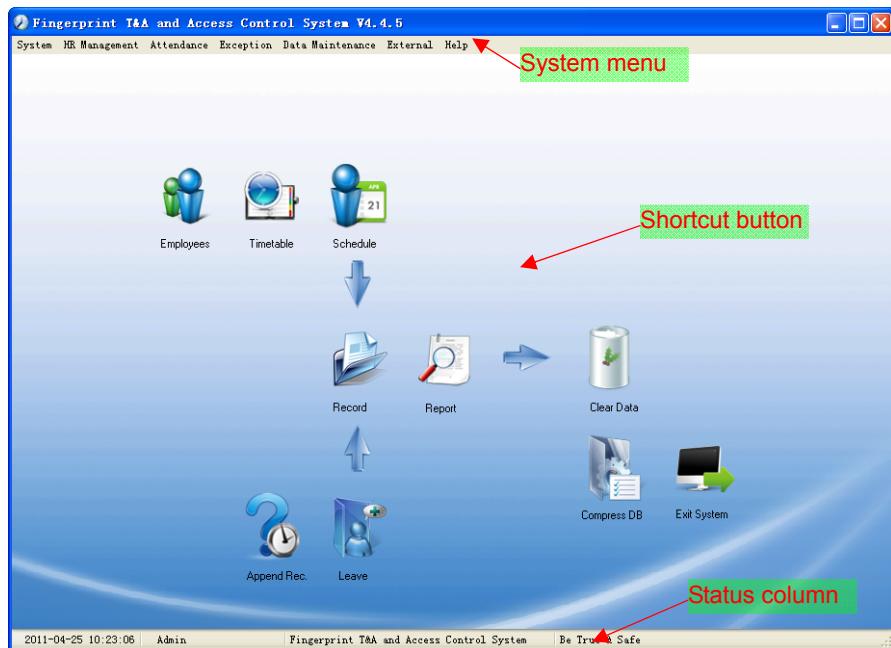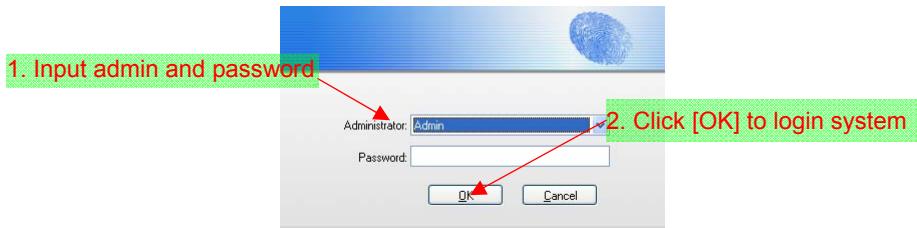
Status column

The main interface includes three parts:

1. System menu: Include the whole function module & information

2. Shortcut button: Shortcut button of common function module, array in working

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order, easy to work on

    3. Status column: Show the current time, logged-in administrator and so on.

5.2   System Menu

5.2.1   Parameters Setting

Basic Parameters:
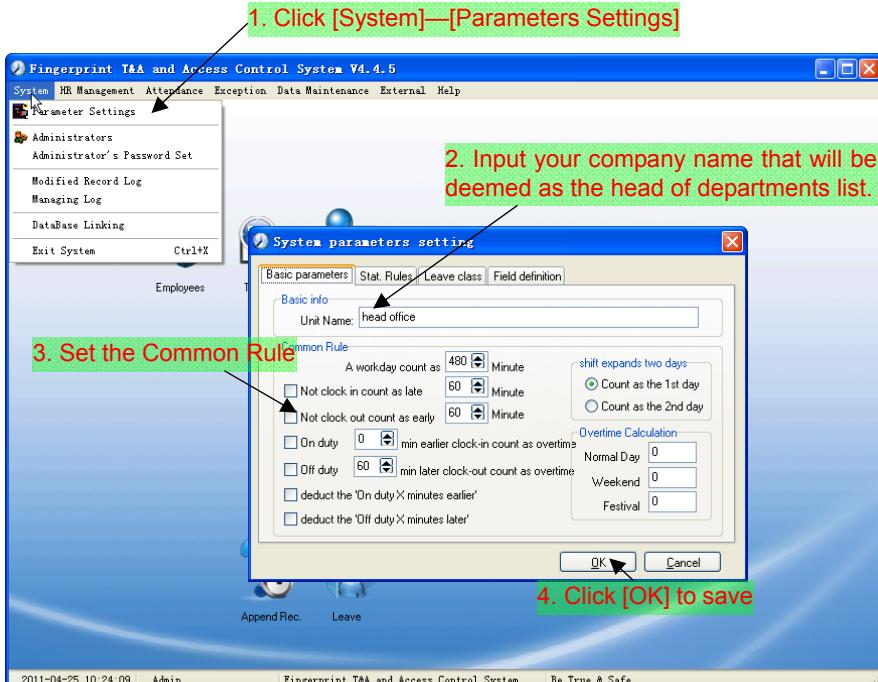
Unit name will be deemed as the head of departments list.

[A working day count as X minutes] means A valid workday is the time range from time period 1 (On duty) to time period 2 (Off duty), and the default value for a valid workday is 480 minutes (8 hours). Please note the calculation is by minute.

[Not clock in count as late X minutes]: If the check box "minutes calculated as coming late if no clock in" is selected, calculation for "no clock in" will be regarded as coming late minutes. If the check box is not selected, calculation for "no clock in" will be regarded as absent from work.

[Not clock out count as earlier X minutes]: If the check box "minutes calculated as leaving early if no clock out" is selected, calculation for "no clock out" will be regarded as leaving early minutes. If the check box is not selected, calculation for "no clock out" will be regarded as absent from work.

[On duty X minutes earlier clock-in count as overtime]: Calculation is by minute.

This option will be effective before valid work time set. For example: If it is set be 60 minutes and on duty time is set be 09:00, then clock in records after 08:00 will be regarded as overtime work. If the clock in time is 07:40, then overtime work will be calculated as 80 minutes.

[Off duty X minutes later clock-out count as overtime]: Calculation is by minute. This option will be effective after valid work time set. For example: If it is set be 60 minutes and off duty time is set be 17:00, then clock out records after 18:00 will be regarded as overtime work. If the clock out time is 18:20, then overtime work will be calculated as 80 minutes.

[Deduct the 'On duty X minutes earlier']: Calculation is by minute. This option will be effective after valid work time set. For example: On duty time is set be 09:00, also set [clock-in time earlier than on-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-in time is 08:00, if also choose [deduct the clock-in 'x minutes earlier'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

[Deduct the 'Off duty X minutes later']: Calculation is by minute. This option will be effective after valid work time set. For example: Off duty time is set be 17:00, also set [clock-out time later than off-duty time is counted as overtime] be 30 minutes.

Then if one employee clock-out time is 18:00, if also choose [deduct the clock-out 'x minutes later'], then the actual overtime is 30 minutes; if not choose, then the actual overtime is 60 minutes.

Stat. Rules: This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.
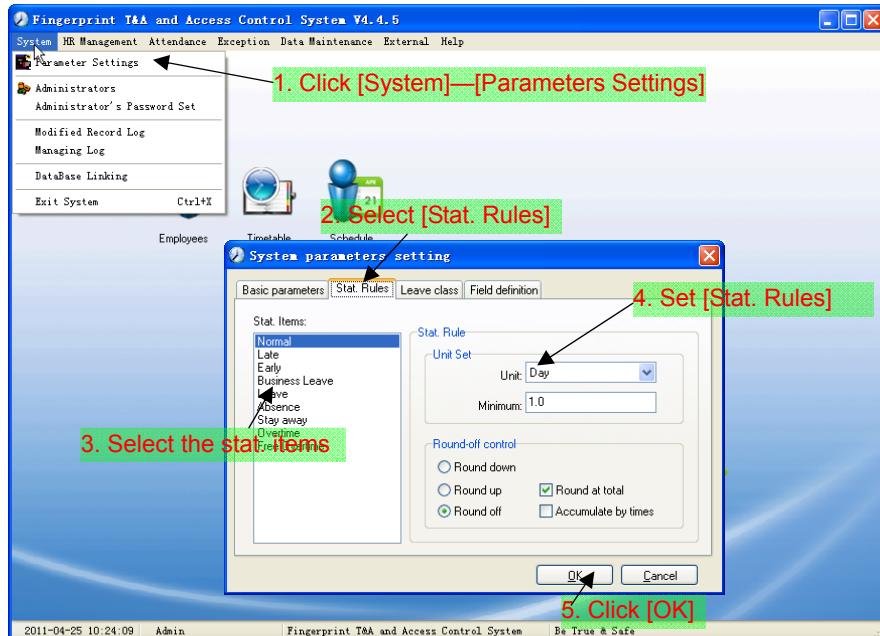
Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave Class: Click page [Leave Class] in pic2.1, following shows:
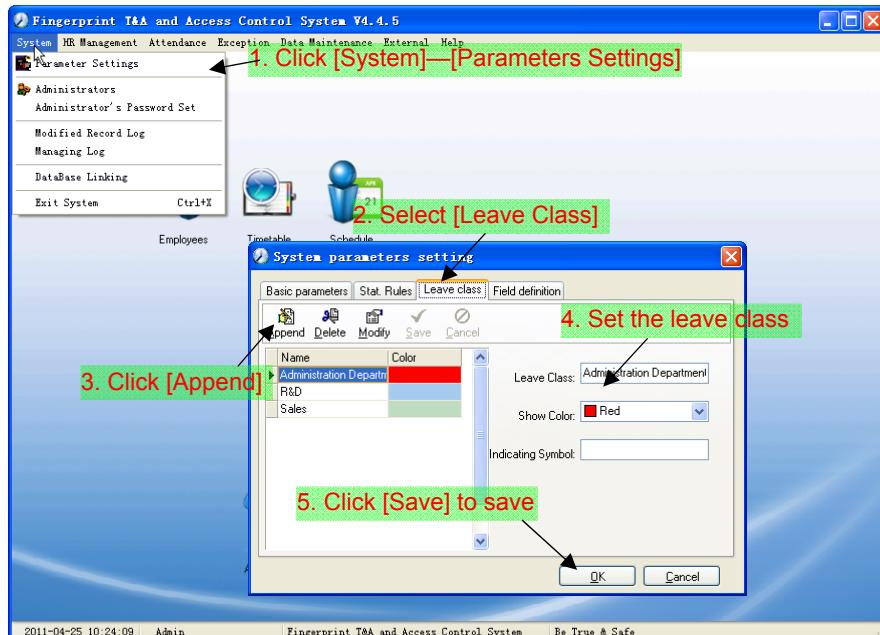
Modify leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:
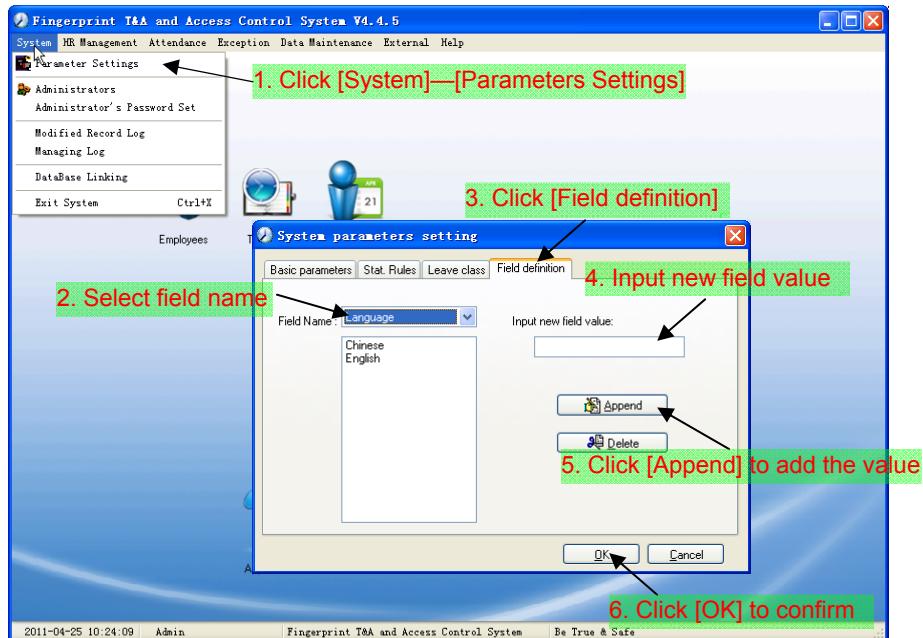
This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

5.2.2   Administrators
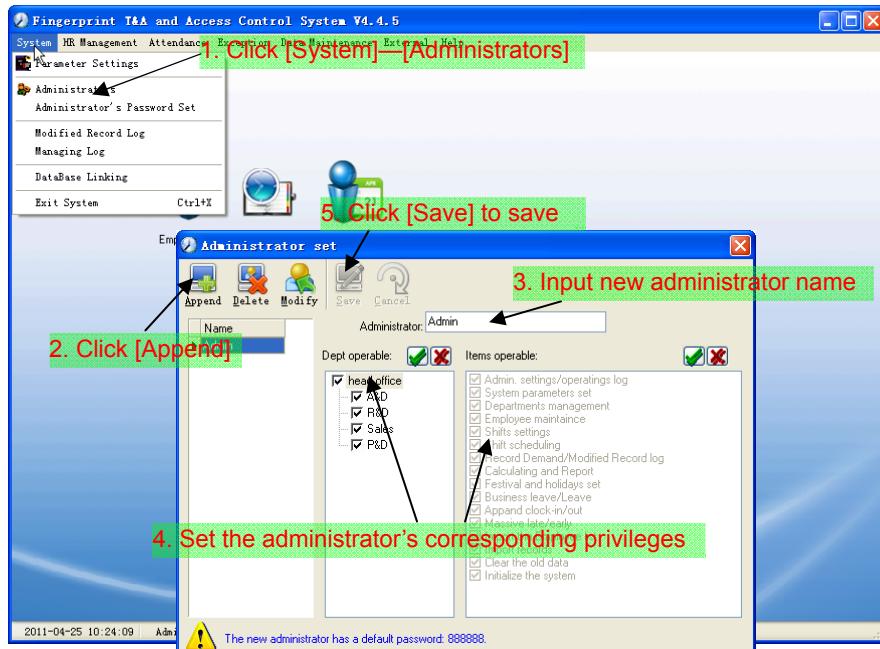
The default password of new administrator is '888888'. Please login as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Employee maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the [Dept operable] for the administrators (Select the new department in the [Dept operable] list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify Administrator:

Delete Administrator:

Fingerprint T&A and Access Control System V4.4.5

System HR Management Attendance Exception Data Maintenance External Help

Parameter Settings

1. Click [System]—[Administrators]

Administrators
Administrator's Password Set

Modified Record Log
Managing Log

DataBase Linking

Exit System   Ctrl+X

Employees

Administrator set

Append Delete Modify   Save   Cancel

Name   Administrator: Admin

2. Click [Modify]   Dept operable: ✔ ✘   Items operable: ✔ ✘

Please make sure ...

Are you sure to delete the administrator?

OK   Cancel

3. Click [OK] to confirm

Append clock-in/out

Import records
Clear the old data
Initialize the system

Employee list

record log

2011-04-25 10:24:09   Admin

The new administrator has a default password: 888888.

5.2.3 Administrator's Password Set

5.2.4　Modified Record Log
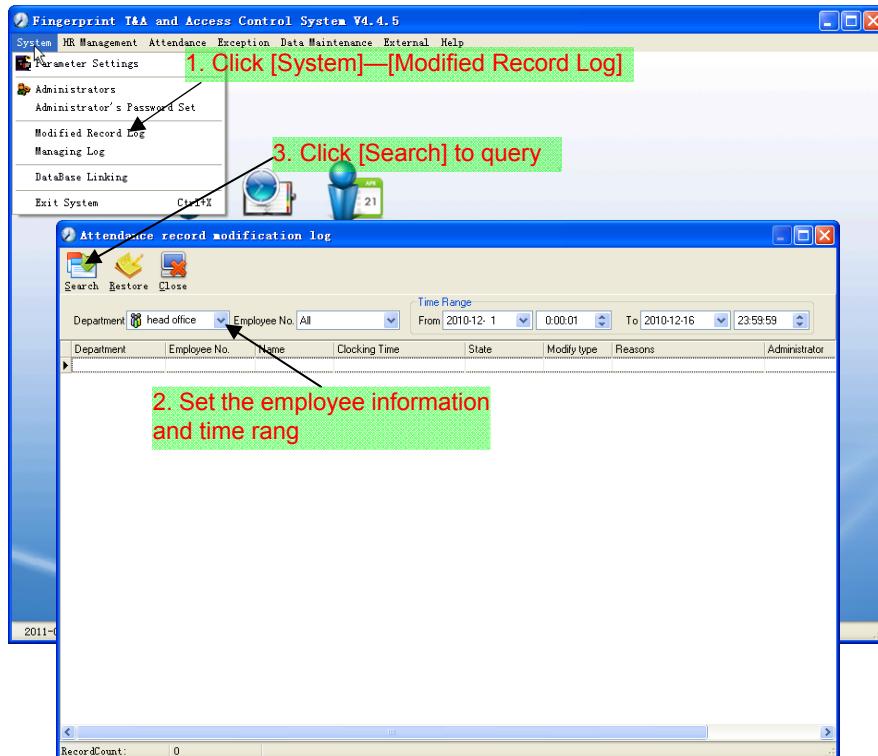
Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

5.2.5   Managing Log

1. Click [System]—[Managing Log]

2. Select administrator, and set the time range

3. Click [Search] to query
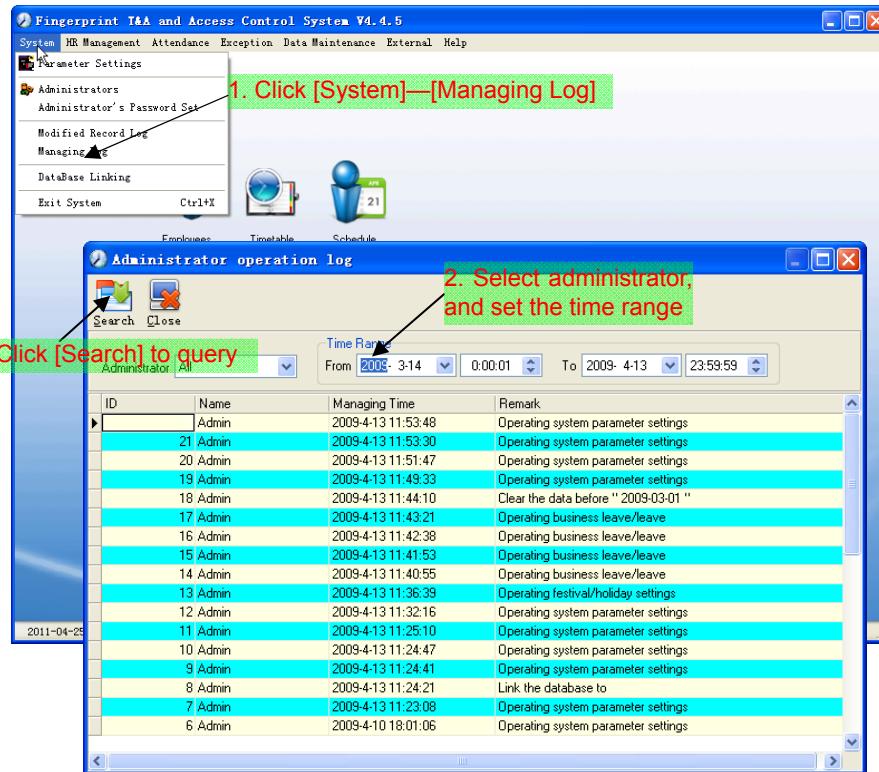
5.2.6   Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears,
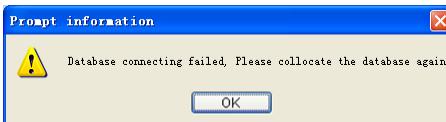

You should link database again:
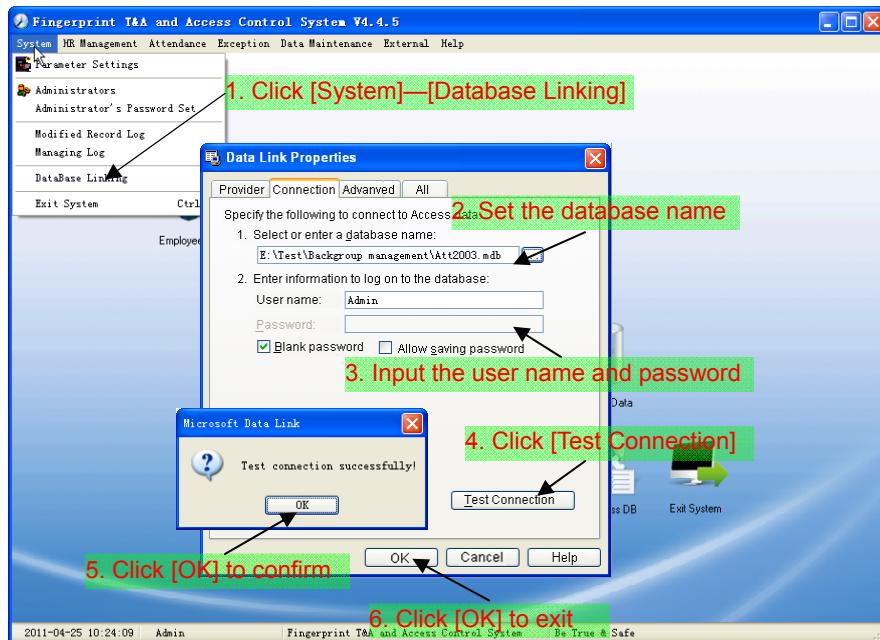
5.2.7 Exit System

Click [Exit System] in System menu. The following menu springs:
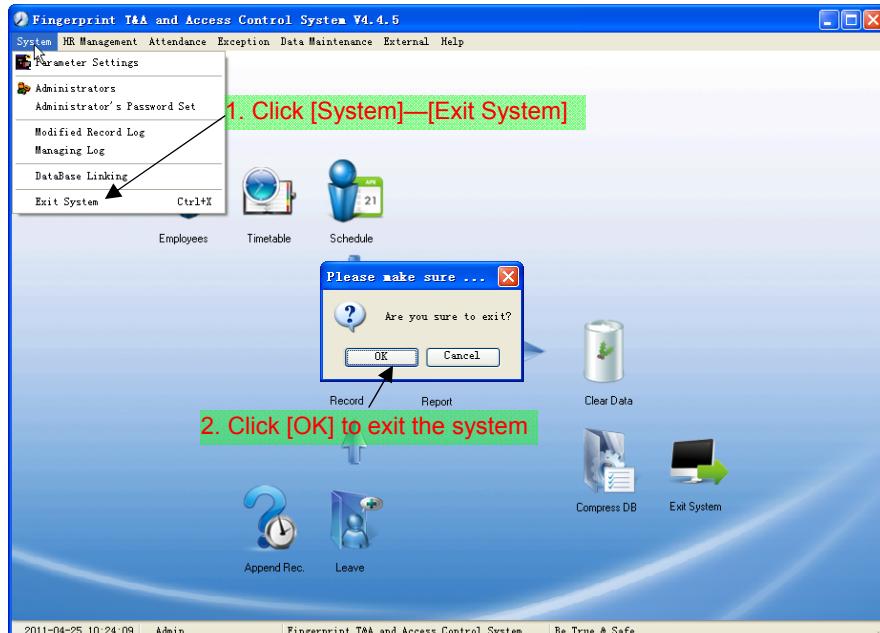
## 5.3   HR Management

5.3.1   Department Management
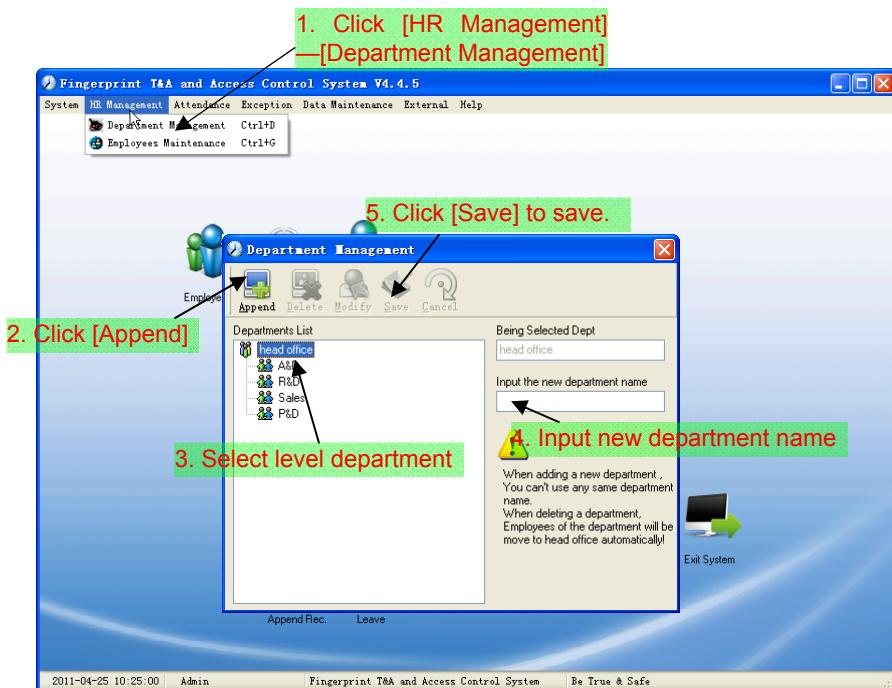
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [Administrator] first (choose the new department you just added in the "Department List").

Modify Department:
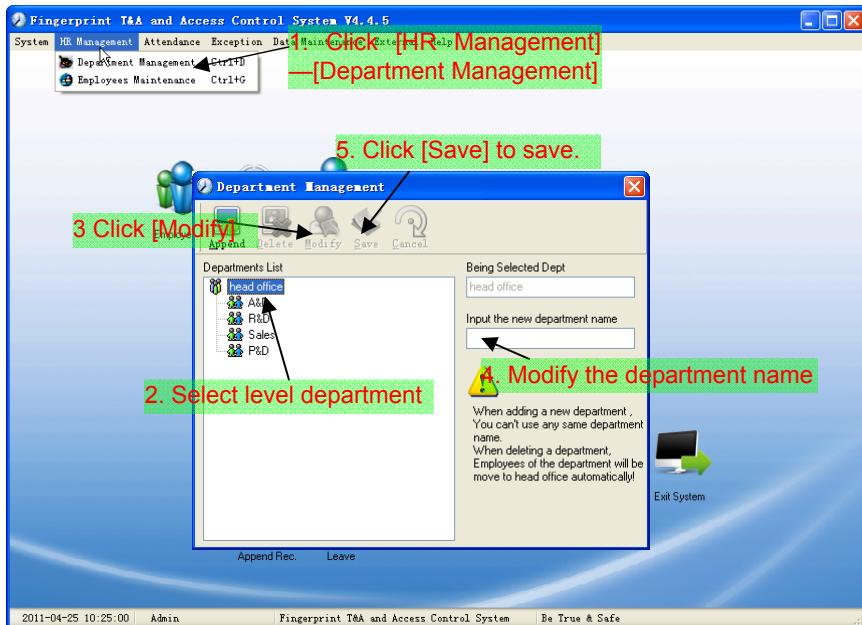
Delete Department:
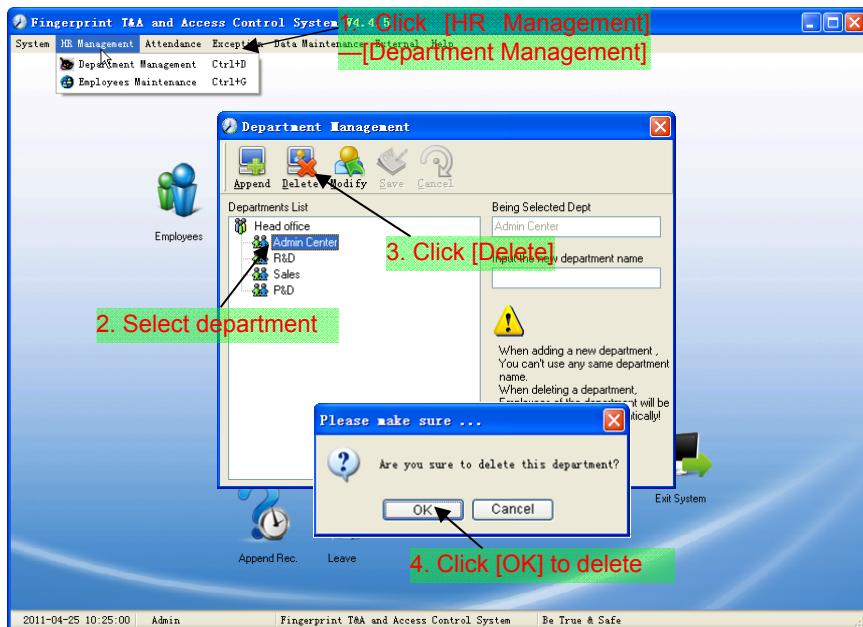
Notice: Repetition of department name is not allowed;

If there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

5.3.2   Employees Maintenance

Add New employee:

1. Click [HR Management]
—[Employees Management]

9. Click [Save]

3. Click [Append]

2. Select department

4. Input the employee's information
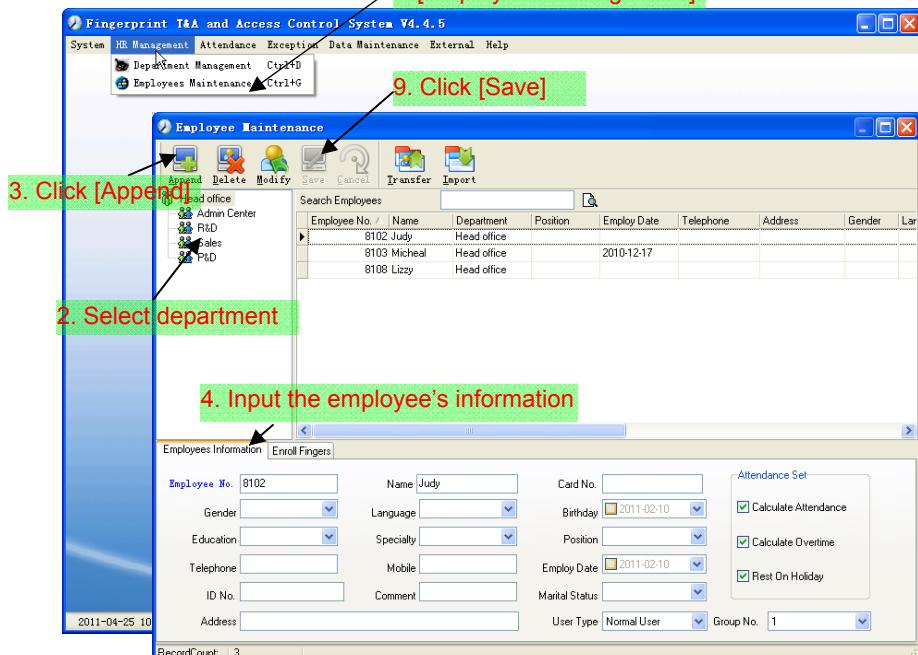
Enroll Fingerprints: Connected the fingerprint sensor OA99+:

5. Click [Enroll Fingers]

6. Select the finger

7. Click [Enroll]

8. Click [OK]
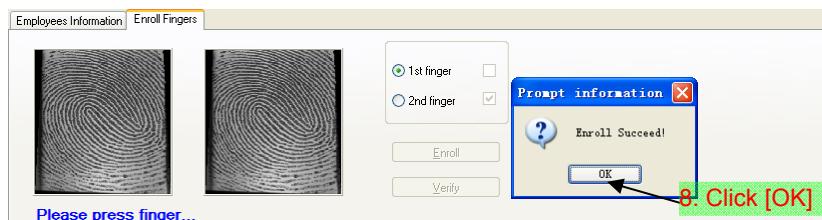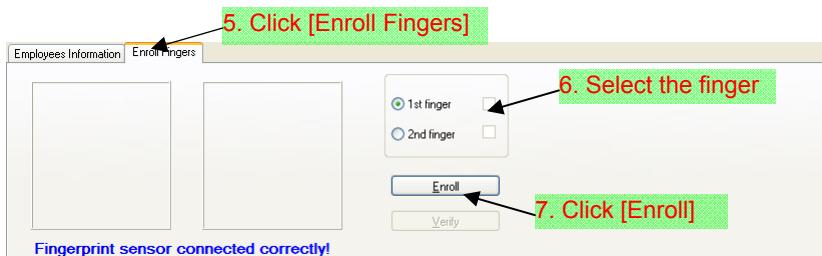
Note: 1. The items of "Calculate Attendance", "Calculate Overtime", "Rest On

Holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's Modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's Deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import Employees:

Click [Import], employee importation window springs for importing employees.

Employee's Department shifting:
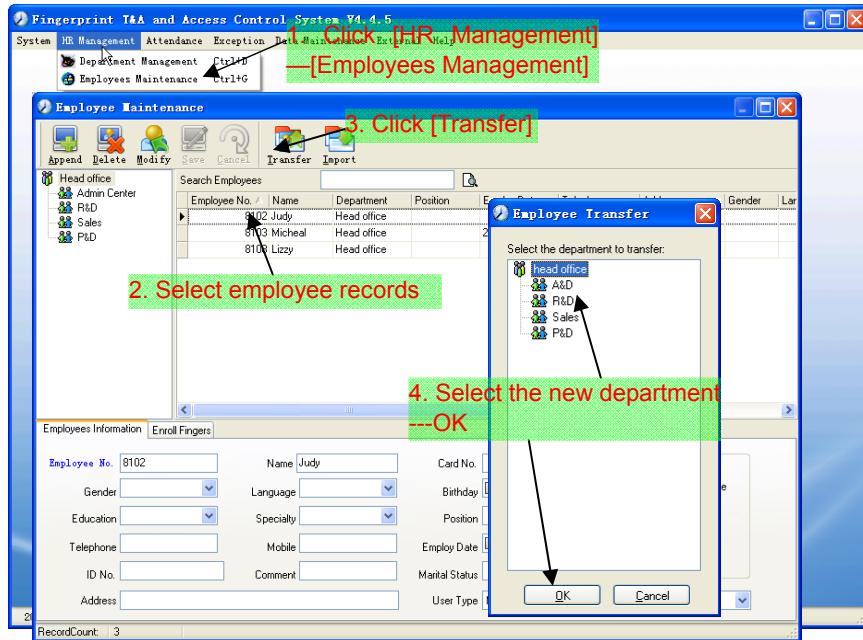
Export Employee:
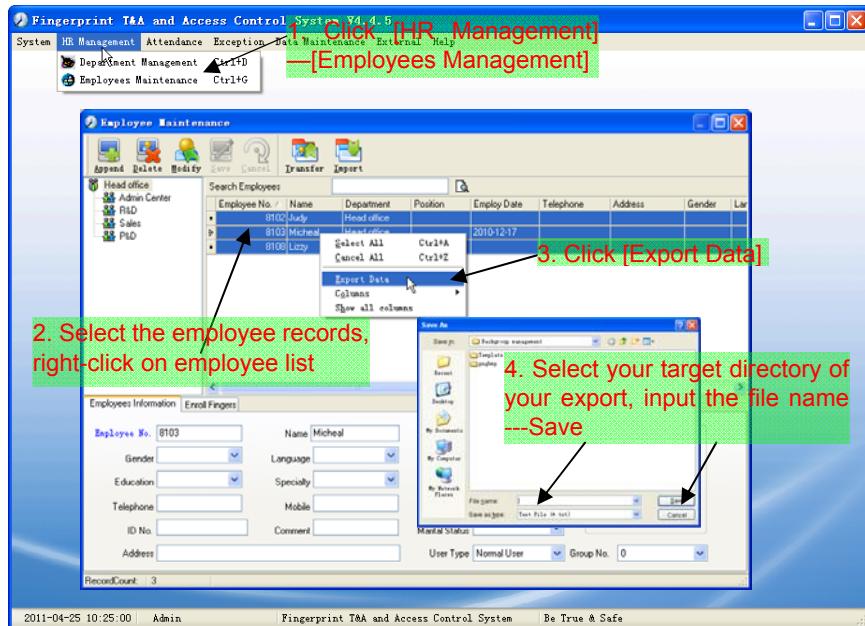
5.4 Attendance

5.4.1 Holiday List
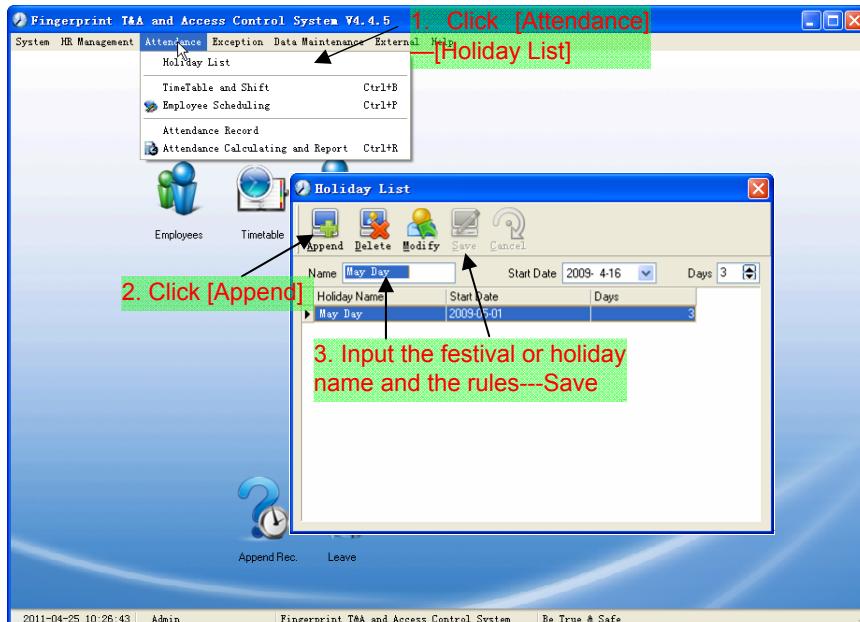
Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

5.4.2   Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

[Timetable Maintenance]:
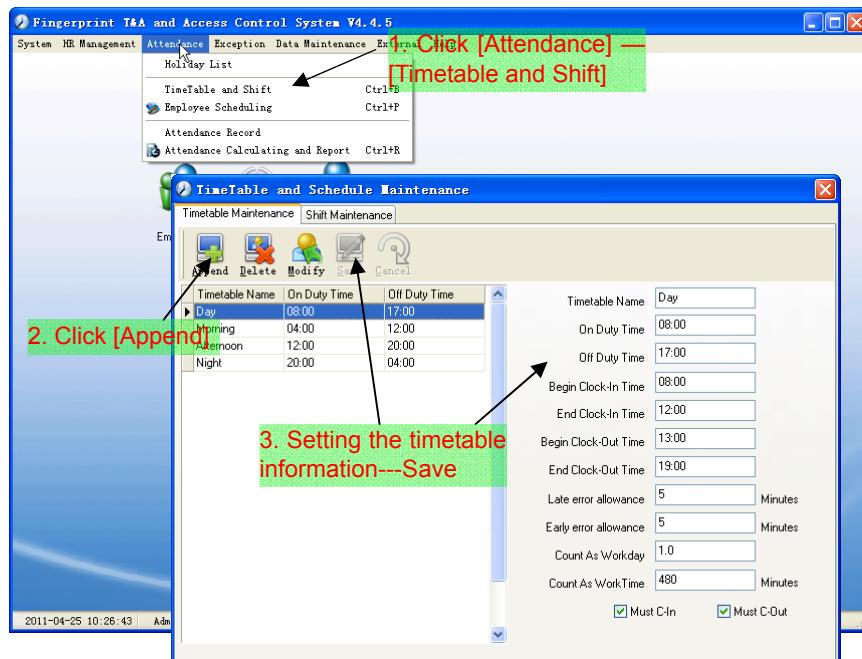
Note: Every item should be setup in timetables with no blank left.

[Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

[Timetable Modification]:

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

[Timetable Deletion]:

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

[Shift Maintenance]:
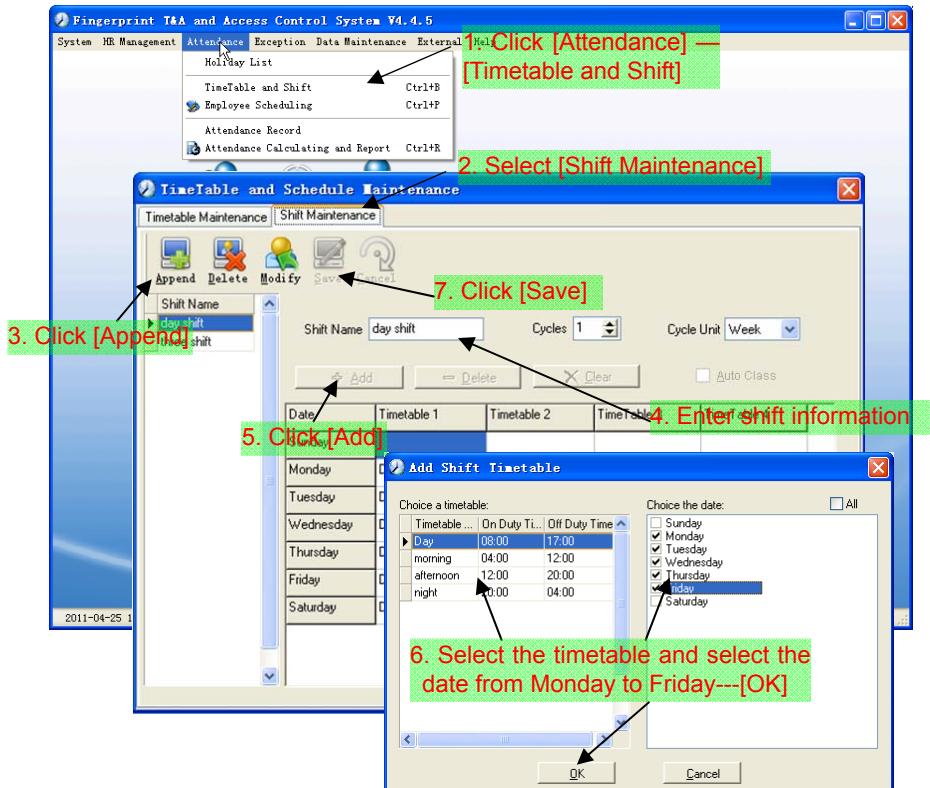
[Delete]: Select the timetable you want to delete and click [Delete].

[Clear]: Clear all the timetables of the shift.

[Auto Class]: Arrange the shift automatically. When an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Auto Class], just finishing one shift of the period is reared as normal attendance.

Modify a shift: Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift: Select the shift to be deleted and click [Delete].

Example:

Add Timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00　　　Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00　　 Night shift 20:00 - 04:00

Other information can be setup according to practical situations. Please note there should be no blank left.

Three Shifts:

Add "Three shifts" (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1: Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "Week". Please see the picture below:
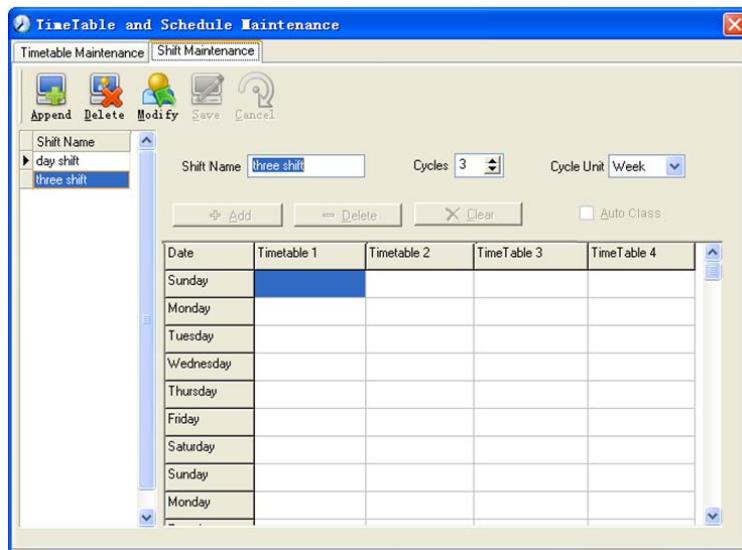
Step 2: Add corresponding working hour timetable in accordance with "Cycle":

First week (morning shift, from Monday to Friday):

Click [Add] and the following window pops up:
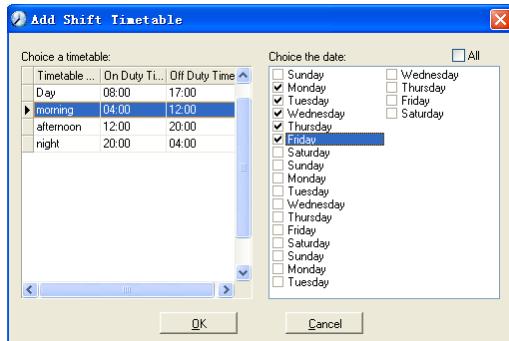
Select the timetable "Morning shift" to be added and select the time range to apply to this timetable "from Monday to Friday of the first week" and click [OK] to complete the setting of the first week.

Second week (afternoon shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):
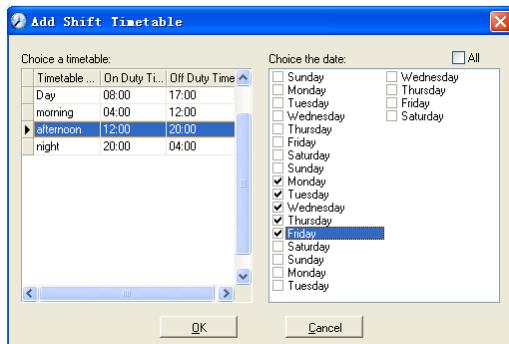
Click [OK] to complete the working hour setting for the second week.

Third week (night shift, from Monday to Friday):

Click [Add], make corresponding operation in the springing window (see the result below):
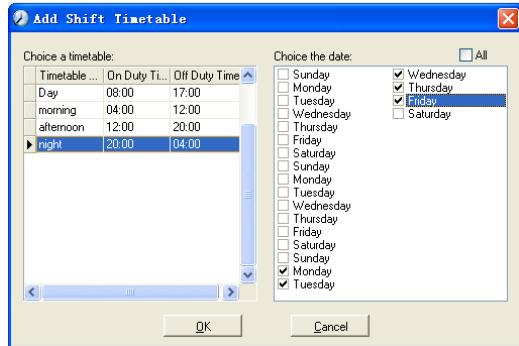
Step 3: Click [OK] to complete the working hour setting for the third week.

Step 4: After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):
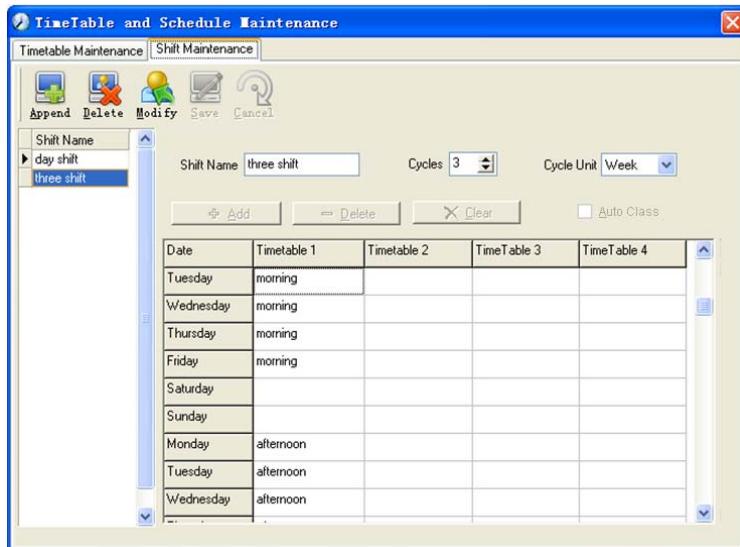
5.4.3   Employee Scheduling
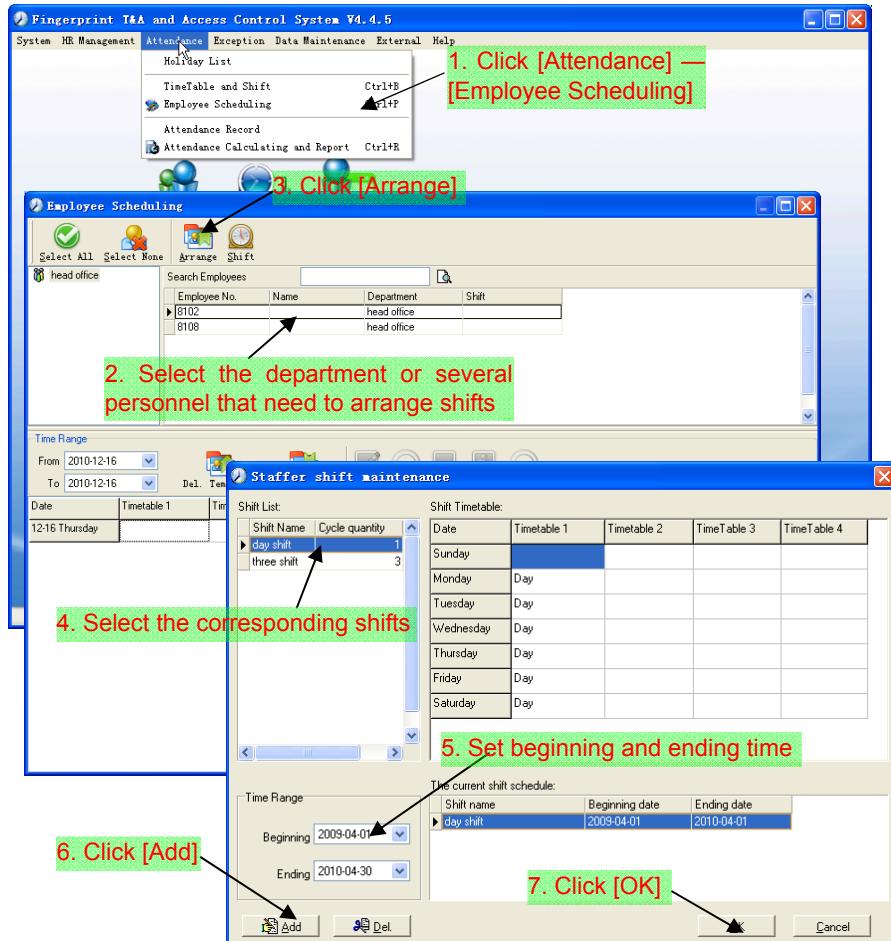
Please note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts:

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift.

1. Choose the department or several personnel that need to arrange shifts

2. Setting time range for temporary

3. Click [Add Temporary]

5. Click [Add]

8. Click [Save]

4. Click [OK]

6. Select the timetable and dates

7. Click [OK] to save
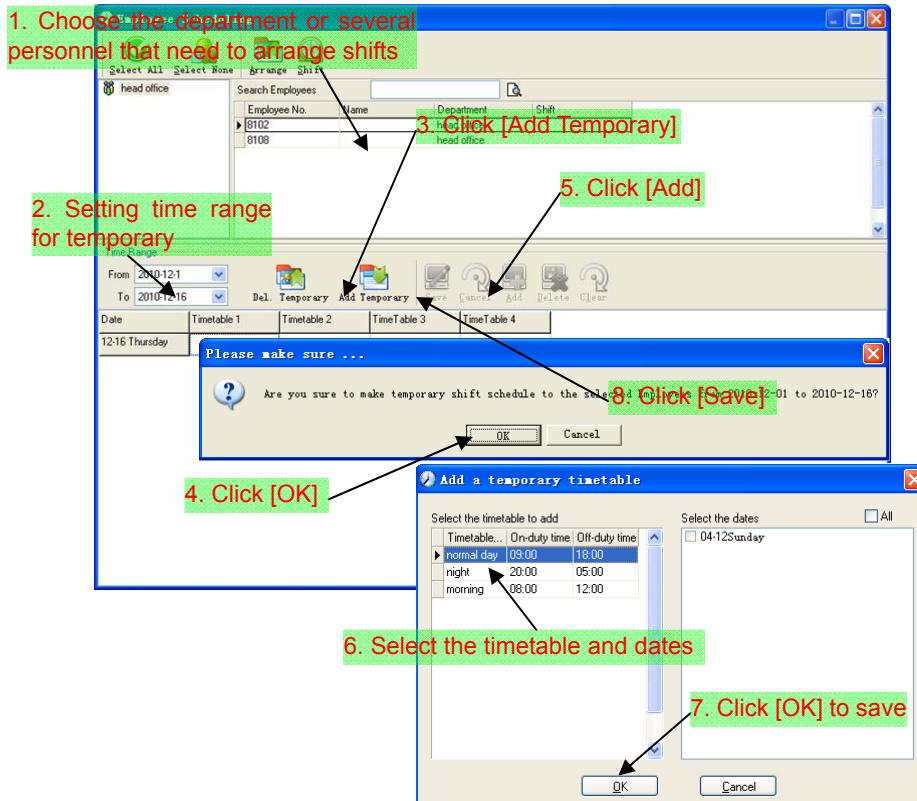
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

5.4.4   Attendance Records

1. Click [Attendance] — [Attendance Record]
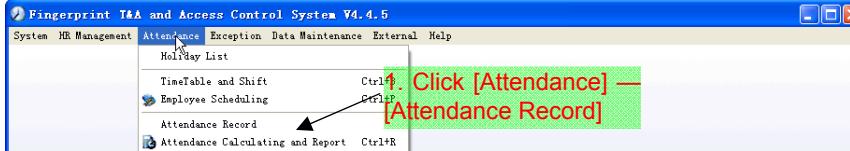
2. Select the department, Employee, the beginning and ending time that need to inquire about

3. Click [Search]
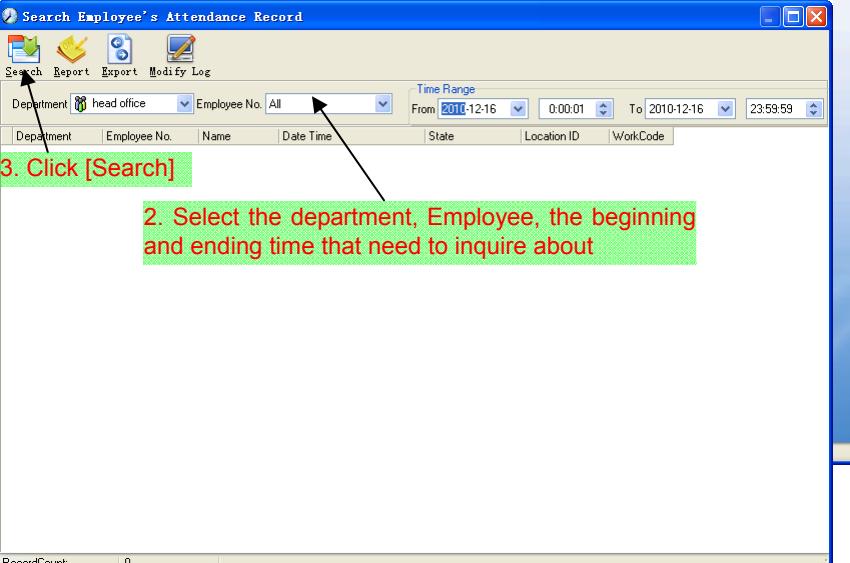
4. Click [Report] when the window displays the attendance inquiry records, we can get the report form automatically.
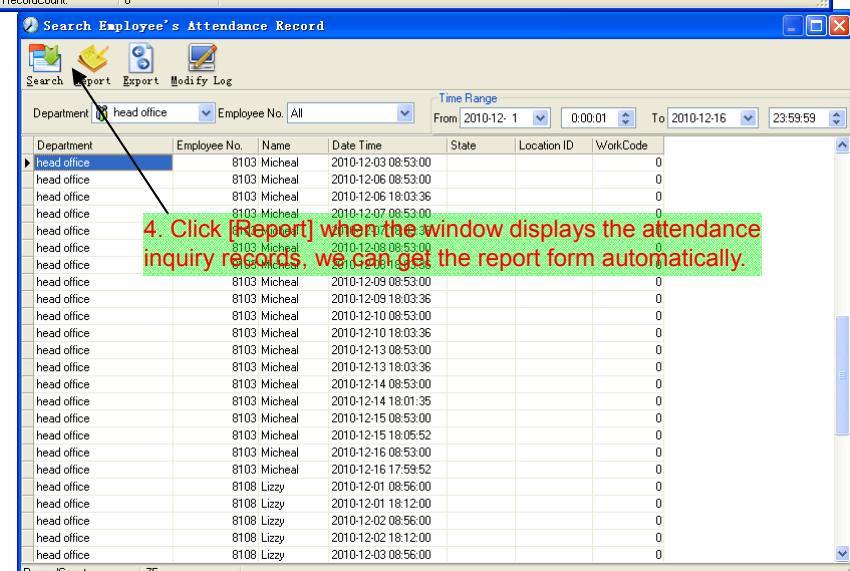
Attendance record report:

Attendance records exporting:

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: *.txt, *.xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5   Attendance Calculating and Report
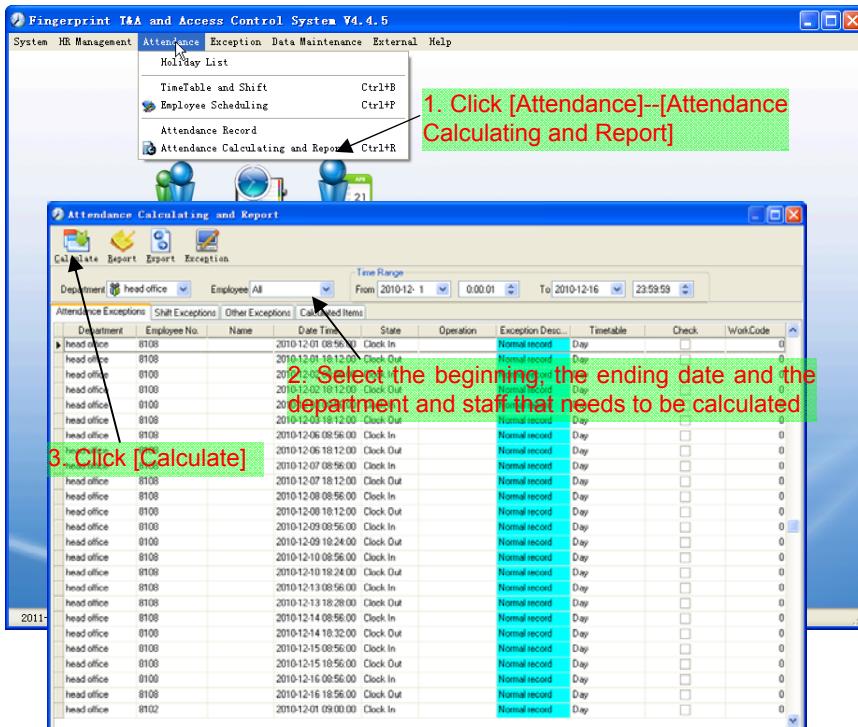
There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display employee's attendance result in the scheduled time period;

[Other Exceptions]: Display employee's leave, out and overtime etc.;

[Calculated Items]: Display all employees' calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc..

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):
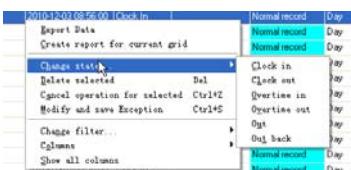

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Report:

Click [Report] and the following menu will pop up:
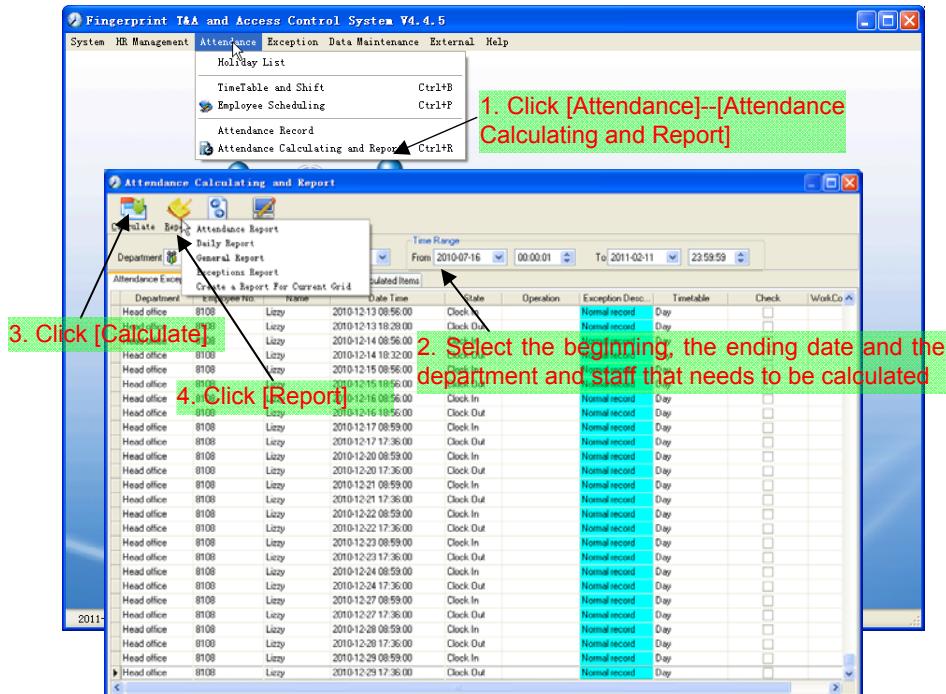
[Attendance Report]: Calculate employee's attendance record;

[Daily Report]: Calculate employee's daily attendance record;

[General Report]: Calculate all employee's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

head office attendance stat. total report

2010-12-01 To 2010-12-16

Name	Employee No.	Duty Day	Actual Day	Absent Day	Late Minute	Early Minute	OT Hour	Free OT Hour	Out Minute	BL Day	Leave Day	N/In Times	N/Out Times	WTime Hour	AttRate %
head office															
Judy	8102	12	12					15						96	95%
Micheal	8103	12	11	1										88	92%
Lizzy	8108	12	12											96	100%
Subtotal: 3		36	35	1				15						280	96%
Total: 3		36	35	1				15						280	96%

Tabling Admin   2010-12-17 15:20:25   1

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

head office attendance exceptions report

2010-12-01 To 2010-12-16

Name	No.	Date & Time		Exception type	Work long	Remark
head office						
Judy	8102	2010-12-04 18:00:00	2010-12-05 09:00:00	Free overtime	15:00:00	
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	03:33:00	blr

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Data Export: Click [Export] and the displayed data of grid in the current window will

be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

Click [Exception] and the following menu will pop up:

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

5.5 Exception

5.5.1 Away on Business/Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function.
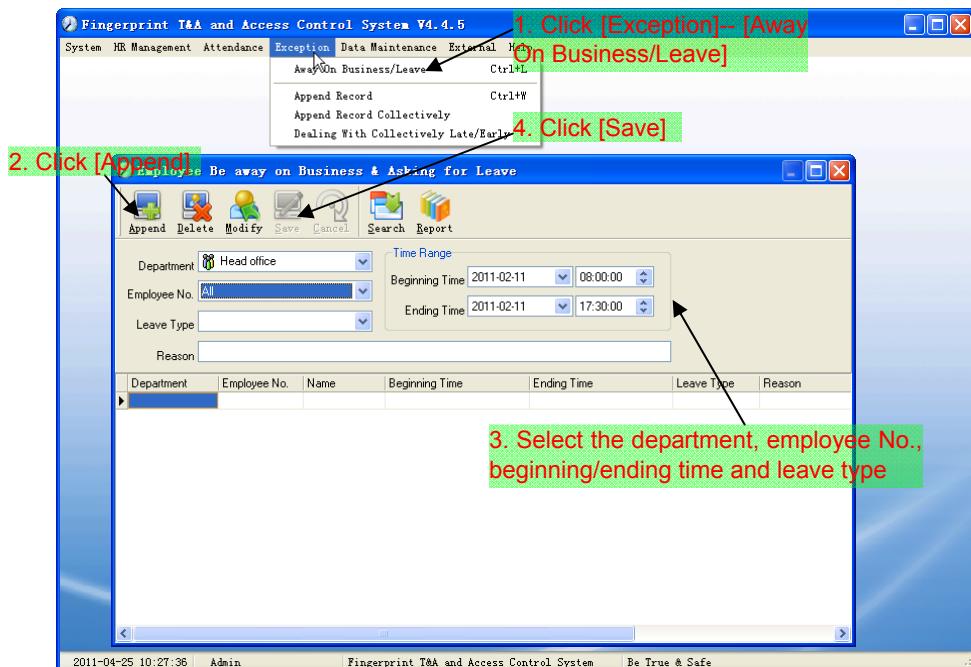
[Modify]: Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; Click [Save] when ready.

[Delete]: Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

[Search]: Setting the conditions, then click [Search] to query records.

[Report]: This function will put out record of query generate reports.

Head office Employee Leave Detail

2010-09-01 To 2011-02-11

Name	Employee No.	Time Range		Leave Type	Reason
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	trtr
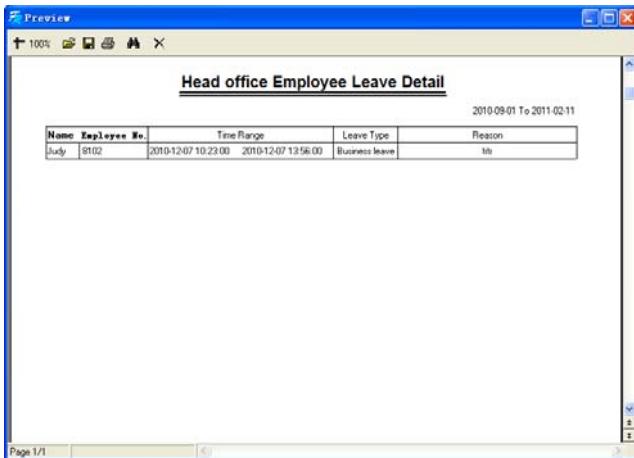
5.5.2　Append Record

If an employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record.
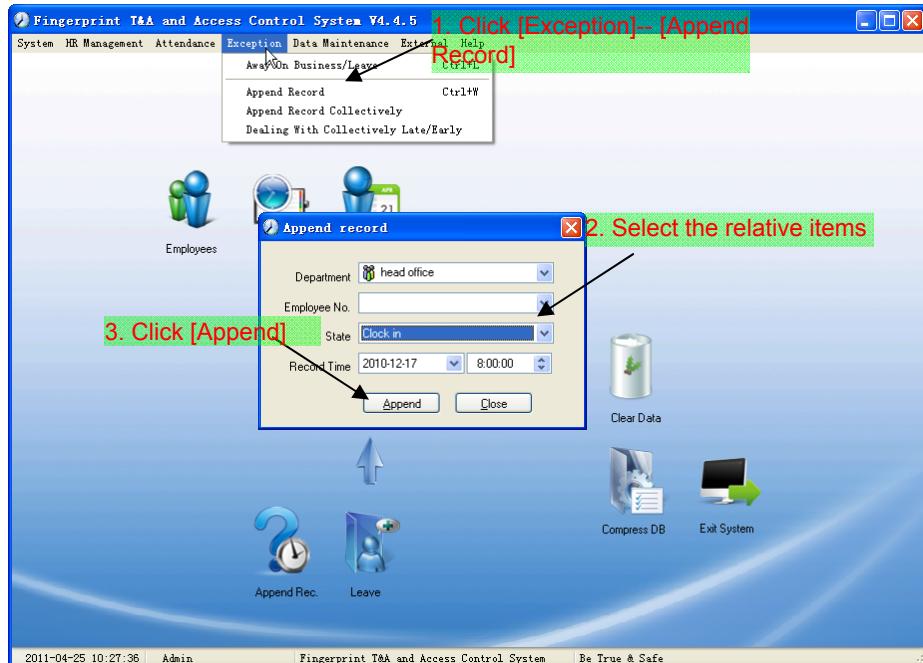
5.5.3   Append Record Collectively

When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively.
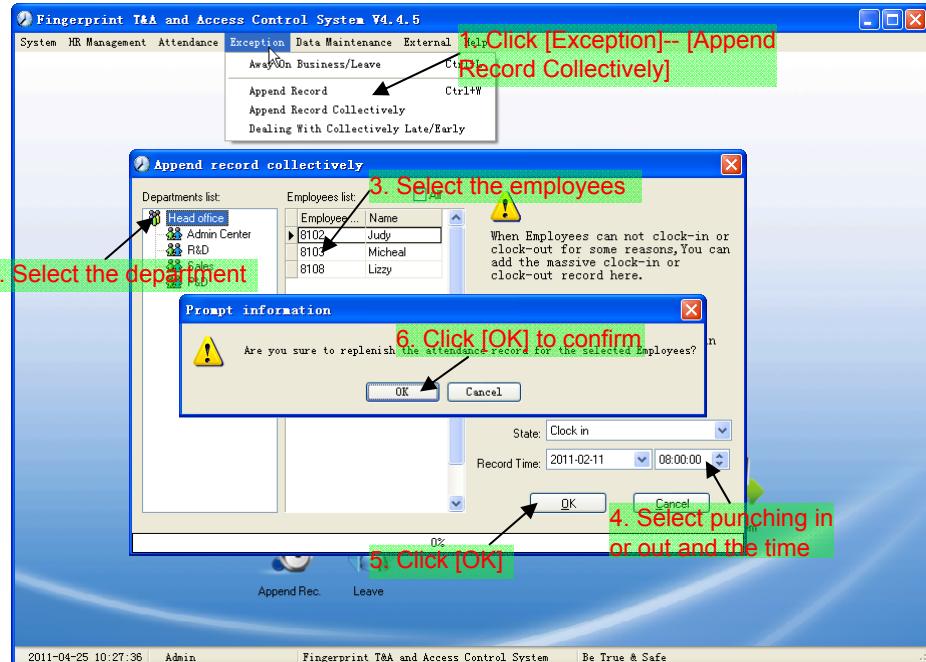
5.5.4   Dealing with Collectively Late / Leaving

When collectively coming late/leaving early takes place for some allowable
reasons, you can use this function.
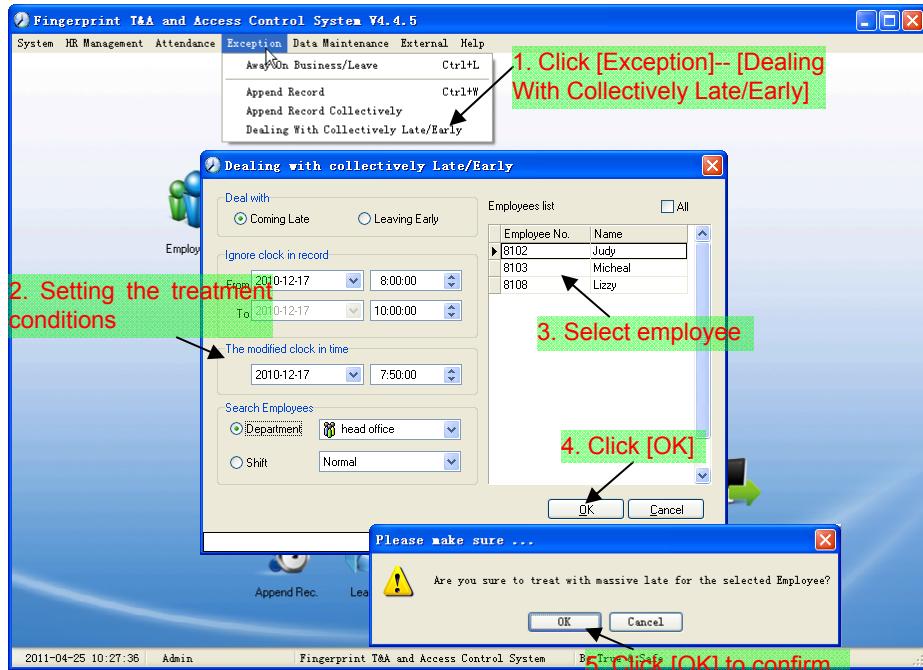
5.6　Data Maintenance

5.6.1　Import Employee List
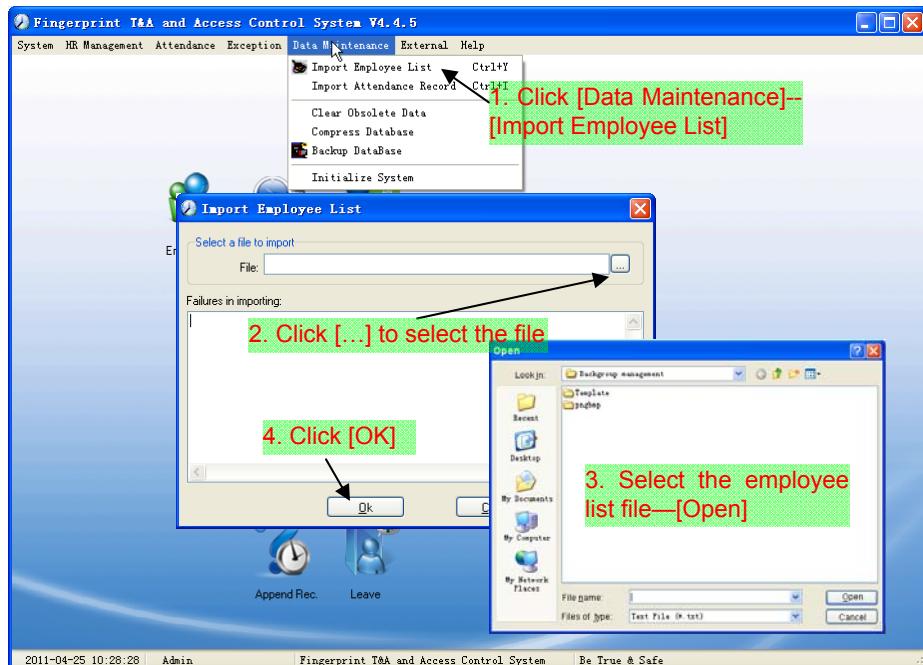
This format of file only can import the employee info of "Employee No., Name and department";

The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: "Employee No., Name, Department, position, Employ Date, Telephone, Address, Gender, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

5.6.2   Import Attendance Record
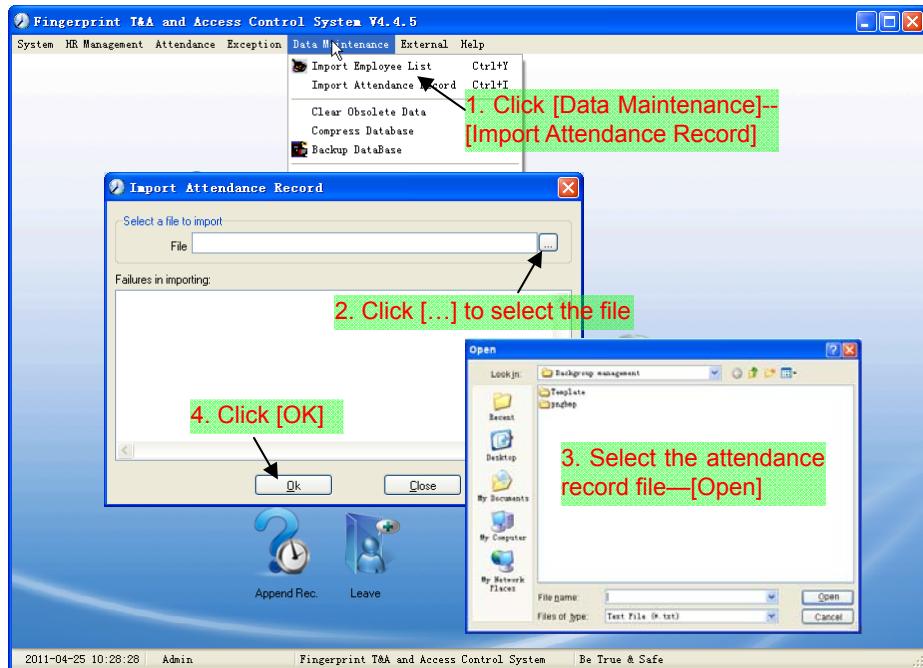
5.6.3 Clear Obsolete Data

After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.
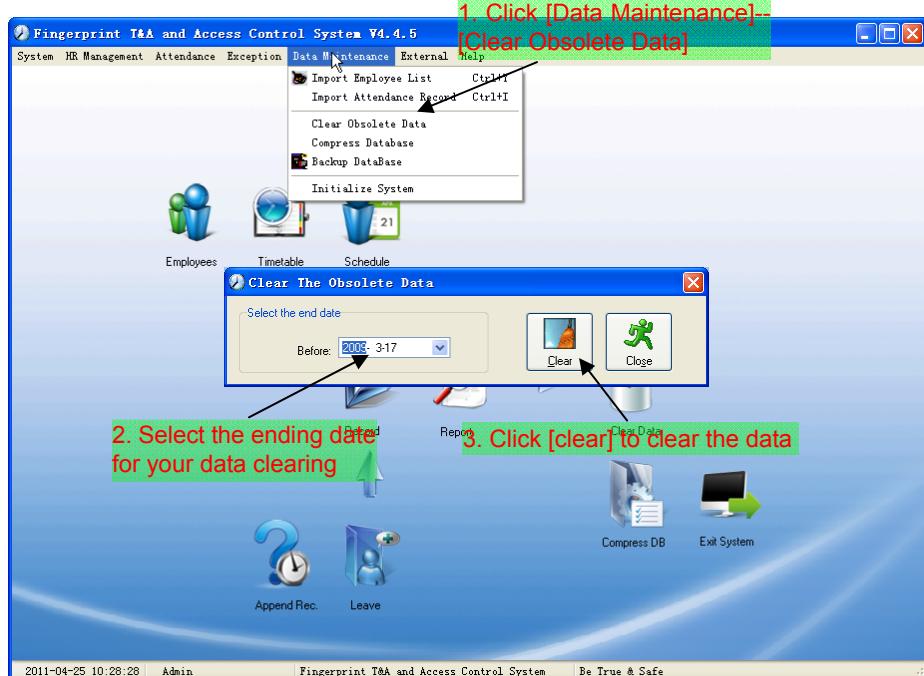
Note: You can only clear the data of one month ago.

5.6.4   Compress Database
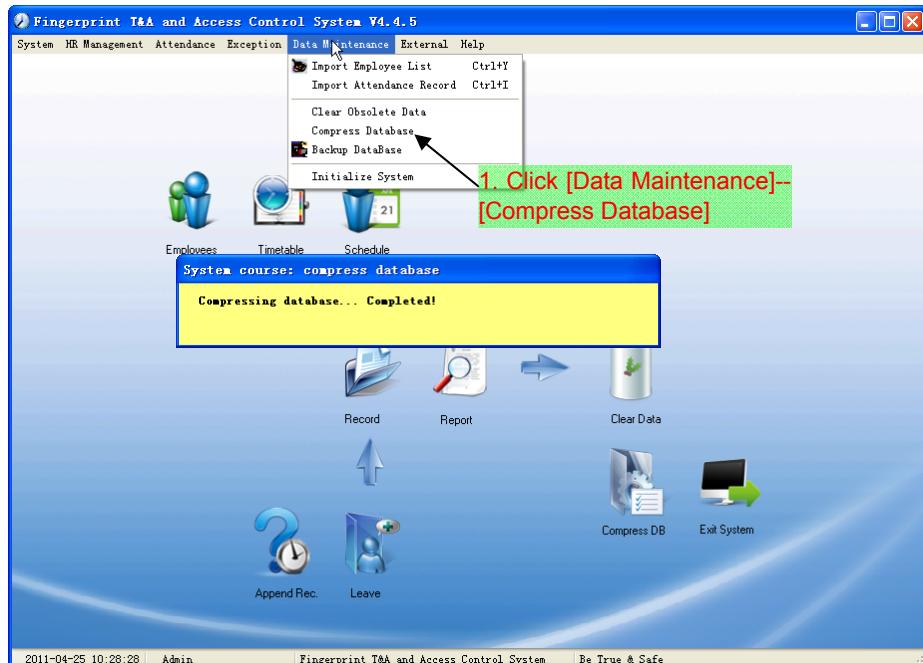
5.6.5　Backup Database
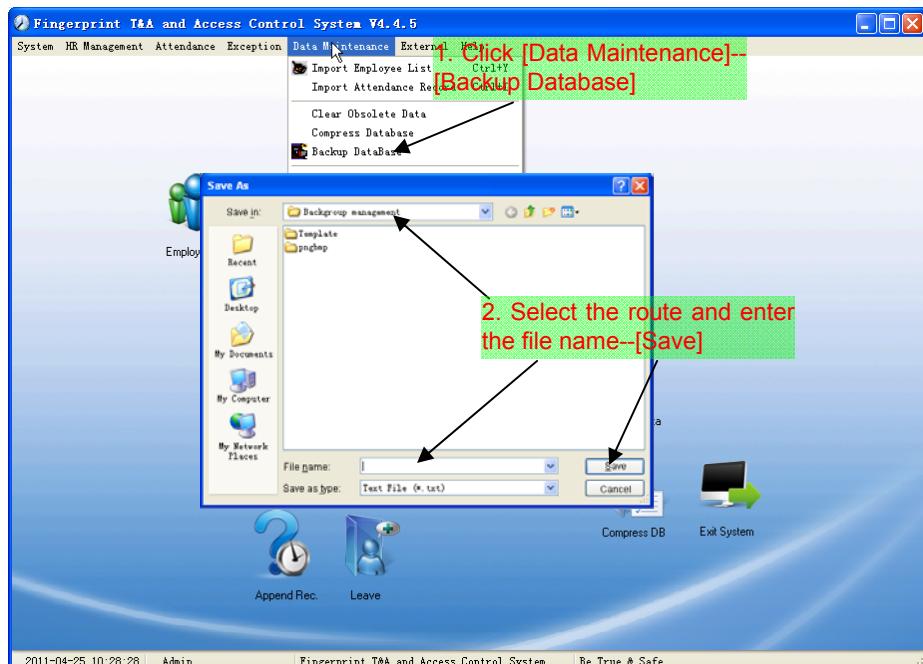
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6   Initialize System
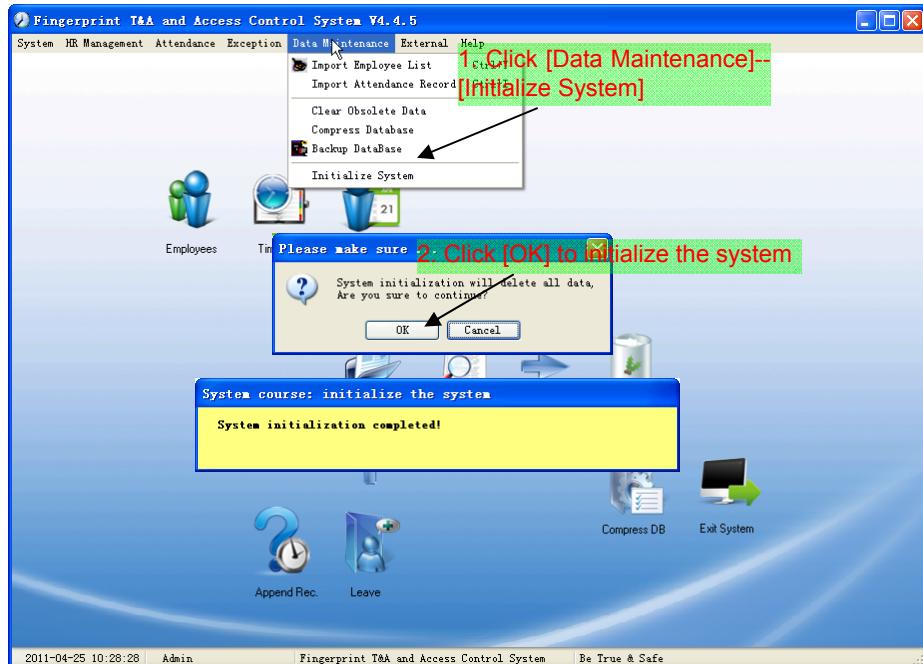
Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.

5.7　　External Program Management

5.7.1　　External Program Management

We can append external program into time attendance program for convenient operation.
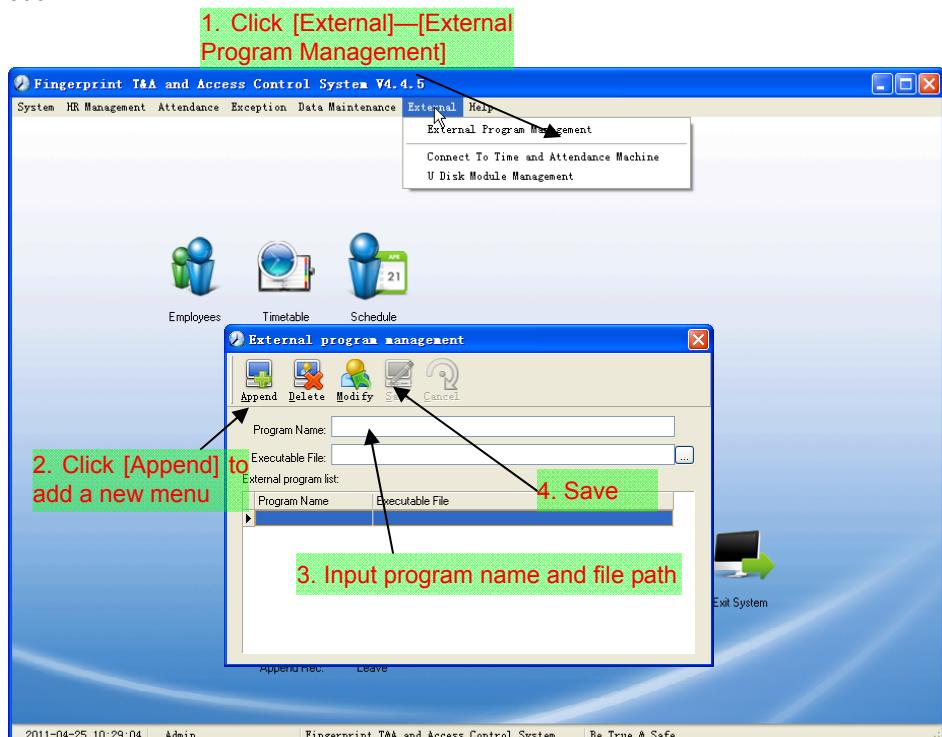
Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator" into the input field of [Program name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse ⊡ to find the calculator program, click [Save] to finish at last. We will see [Calculator] when you open [External program management] over again:
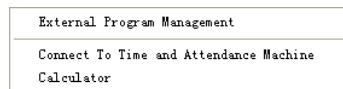
5.7.2 Connect to Time and Attendance Machine
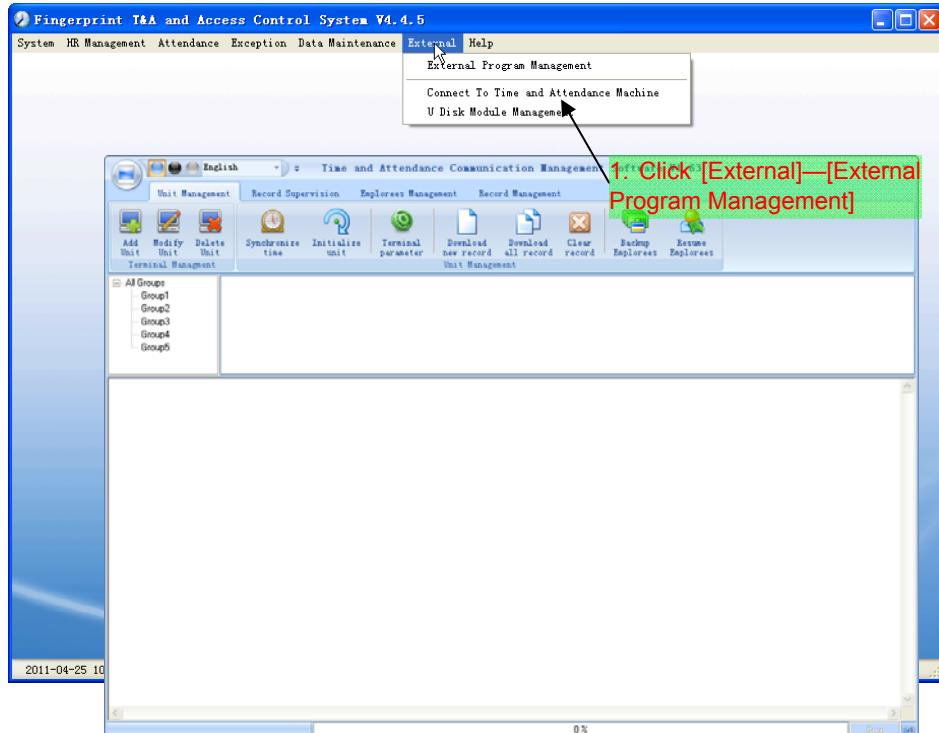
The T&A program can collect the records from the machine, upload and download employee info & clear the old data & modify the time on the machine. Find detail on clause [Time and attendance management & communication].

Chapter 6 FAQ

Frequently asked questions and answers

6   FQA

6.1   Fingerprint has been enrolled but often gets failure in identification

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface(adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2   T&A system can't be connected with PC

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong CON No)	Please enter the right COM No

4. Not able to connect COM (wrong setting)	Refer to the manual for connecting Time Attendance terminal

6.3   No records found though employee have clocked in/out

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Synchronize the time
2. Minority employee fingerprint false accepted	1. Add records manually 2. Adjust FP matching precision 3. Change another finger and enroll again.

6.4   Clock is working fine but the FP scanner is off, employee can't clock in/out

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart unit or change the fingerprint module

6.5   We don't use the ID + fingerprint mode to get verified

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Please refer t to activate this option.

6.6   The unit beeps automatically when no one punches in/out.

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface(adhesive tapes recommended)

Please note: If you have any problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

Chapter 7　Appendix

The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.
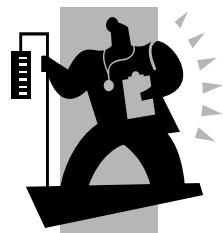
7　Appendix

7.1　Interface illustration
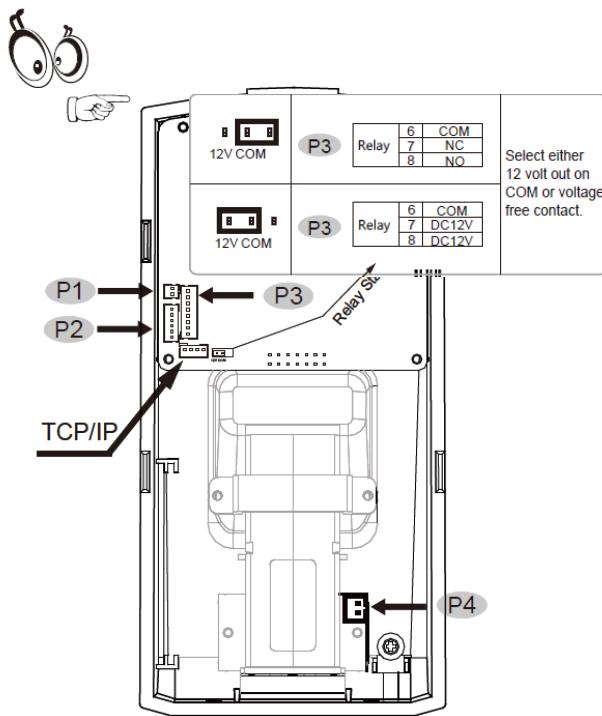
P1

Function	PIN	Cable Color	Description
Power	1	Black	GND
	2	Red	DC12V

P2

Function	PIN	Cable Color	Description
Wiegand Output	1	Green	Wiegand DATA0 Output
	2	White	Wiegand DATA1 Output
	3	Black	GND
RS485	4	Yellow	RS485A
	5	Purple	RS485B
	6	Black	GND

P3

Function	PIN	Cable Color	Description
Door Sensor	1	Purple	Trigger Input
Exit Button	2	Yellow	Trigger Input
	3	White	
	4	White	
GND	5	Black	GND
Relay	6	Green	COM
	7	Orange	NC/DC12V
	8	Blue	NO/DC12V

P4

Function	PIN	Cable Color	Description
Door Bell	1		Trigger Output
	2		Trigger Output

Important notice: Please carefully follow this wiring diagram ,If the reader gets damaged by incorrect wiring then your warranty will be void.

Access Control Reader & Power Supply

Port	P1		P3							
PIN	2	1	8	7	6	5	4	3	2	1
Function	Power Supply		Output Controller			GND			Exit Button	Door Sensor
Connector	+12V	GND	NO	NC	COM	GND	BE1	BE2	OPEN	DOOR

Relay State

12VCOM

Power on to unlock

Door Sensor

Mark	+12V	GND	PUSH	NO	GND	NC

Access Control Power Supply   Power off to unlock
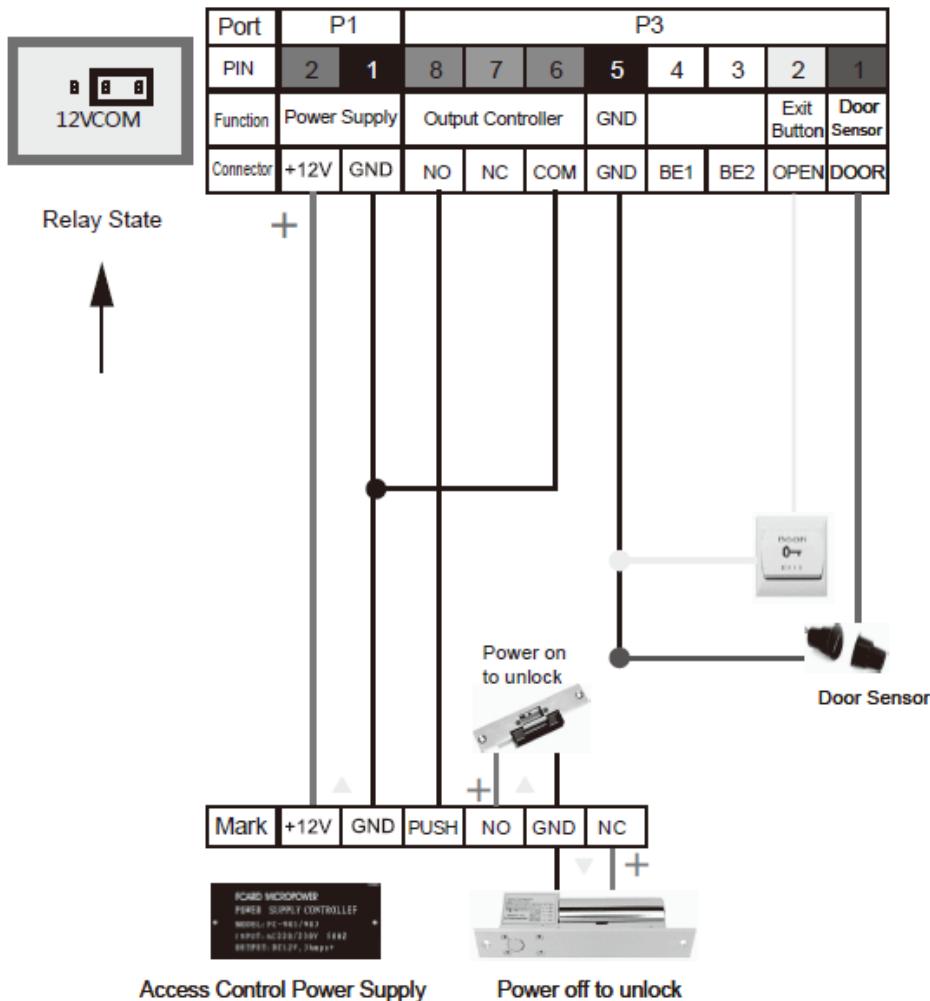
Access Control Reader & Switch Power Supply

Port	P1		P3							
PIN	2	1	8	7	6	5	4	3	2	1
Function	Power Supply		Output Controller			GND			Exit Button	Door Sensor
Connector	+12V	GND	NO	NC	COM	GND	BE1	BE2	OPEN	DOOR

Relay State

Diode

Power off to unlock

Diode

Power on to unlock

Door Sensor

12V COM

Connector +12V GND
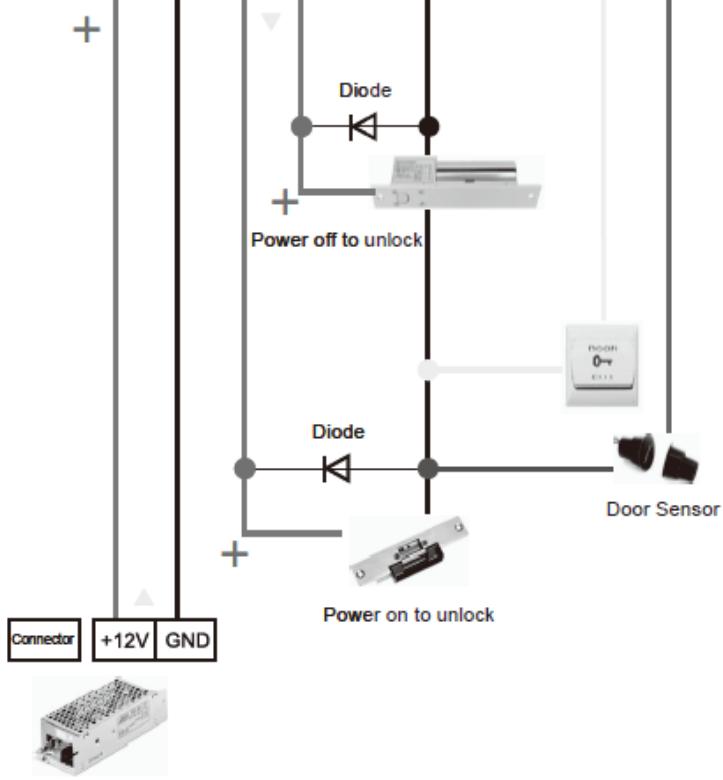
Switch Power Supply

Access Control Reader & Controller

Port	P1		P2					
PIN	2	1	6	5	4	3	2	1
Function	Power Supply		RS485			Wiegand Output		
Connector	+12V	GND	GND	RS485B	RS485A	GND	D1	D0

Connector	+12V	GND

Switch Power Supply

GND	D1	D0	Connector

Access Controller
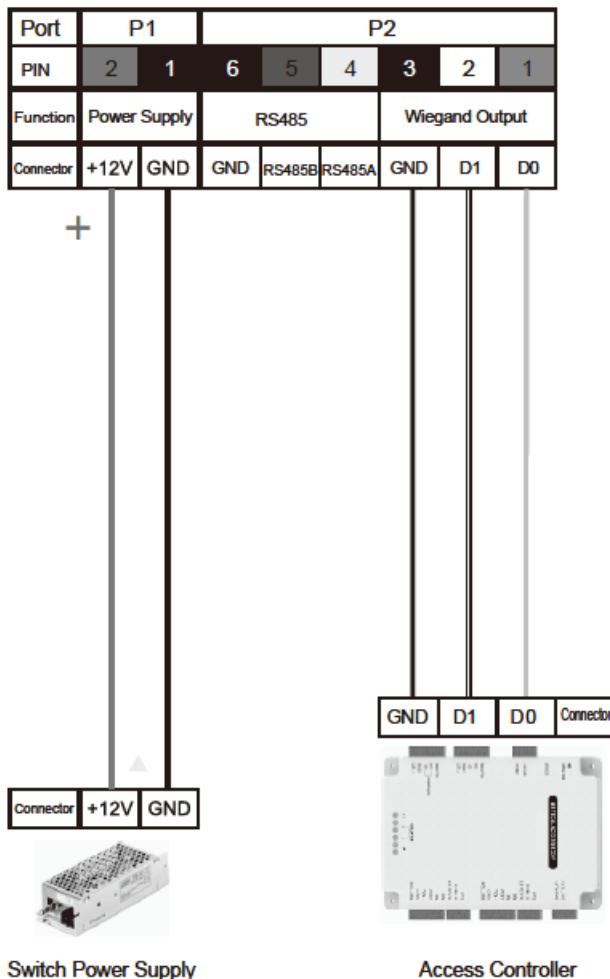
7.2   Illustration for Pressing Fingerprint

Correct method (Place the center of the finger on the center of scanner window):


Wrong method:
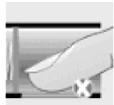
| Valid | left | right | Defluxion | down |

1. Please register the thumb or index finger if possible.

2.Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

3. Keep the angle and direction of finger the same each time placing on scanner.

4. Touch the forehead to increase oily level of the finger, if the fingerprint is too dry.